

# *FRS for OSR*

**FINANCIAL RECORDS SYSTEM  
ON-LINE REFERENCE MANUAL**

**Adapted for use by the  
Office of Sponsored Research**

## Overview of FRS

Financial Record System (FRS), is the University's integrated record keeping and reporting system. FRS interfaces with InDepth (Departmental Accounting System), HRIS (Human Resources Information System) and RAMSeS (Research Administration Management System and electronic Submissions). It is updated in real time and enables you to view current account activity. FRS information is accessible online, including account balances, account transactions, budget transactions, and accounts payable information.

Training on the FRS system is provided by the Finance Division. The purpose of this manual is to identify what information is available on the various types of screens to assist you in performing your work at OSR.

### Help Screen

Once you are logged into the FRS system there are three kinds of **HELP** that provide information about how to use the system.

1. Screen **HELP** explains the purpose of the screen.  
For the **HELP** screen, move the cursor to the first input character in the screen field, press the **F2** key.
2. Data Element **HELP** provides the definition of individual fields on a screen and valid values for that field. For Data Element **HELP**, move the cursor to the first input character of the field, press the **F2** key.
3. Diagnostic Message **HELP** explains the message and any corrective action you may need to take.  
For Diagnostic Message **HELP**, note the six digit error message code. Move the cursor to the message and press the **F2** key. Type the six digit error message code, press **ENTER**.

Press **ENTER** to view more help information. At the end of **HELP** screen(s), press **ENTER** to return to original screen.

## Log On/Off Procedures

Click on the FRS Icon located on your computer desktop.

This will open the log on screen. At the bottom of the screen type **01** and press enter to indicate that you want to log onto the Production Network.

```

University of North Carolina at Chapel Hill
Information Technology Services

Network Menu for Terminal T13000HM
Type one of the numbers listed below and press ENTER

APPLICATION NAME                                APPLICATION STATUS
-----
01 - PRODUCTION Network                        Available
08 - TEST/TRAINING Network                    Available
09 - DEVELOPMENT Network                      Available
41 - UNC Hospitals CICS                       Available

==> Please report any problems with this terminal to the IT Response      <==
==> Center 962-HELP. Please have your NETNAME ready for quicker service.  <==

01 Enter your userid for TSO access                                     PF3-Security Sign On PF7-Up PF8-Down
  
```

Type in your RACF identification and password as shown below. This will log you into the Welcome screen of the FRS system. At the bottom of select Y for Menu options to appear.

```

University of North Carolina at Chapel Hill
Information Technology Services

Signon

You are connected to CICSTP00 from terminal number T13000HM .

Type your identification and password below and press ENTER to continue.

IDENTIFICATION ==> cgpmd                                PASSWORD ==>

Enter the name of an initial transaction, if you do not want your default.

INITIAL TRANSACTION NAME (Optional) ==>

If you wish to change your password, enter a valid new password below.
To be valid, the new password must contain 7 or 8 characters and no vowels.

NEW PASSWORD ==>
  
```

## Log On/Off Procedures

At the bottom of the Menu screen, enter **6** to go to the FRS Financial Accounting menu. The first screen is an information screen, press enter to go to the actual log in screen for FRS Financial Accounting.

```

08/05/08                                MENU FOR P M DAUGHERTY

1 HELP
2 LOGOFF
3 CALENDAR
4 MAIL
5 PERSONAL OPTIONS
6 FRS FINANCIAL ACCTG

ENTER SELECTION 6
  
```

This log on screen requires another password that you received from the UNC-CH FACS coordinator (this password will not change).

```

UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL
*****
*                                     *
*                                     *
*          >          >>>>          IDMS          *
*   I N F O R M A T I O N   >>>>>>          *
*   A S S O C I A T E S   >>>>>>>   O N - L I N E   S Y S T E M   *
*                                     *
*                                     *
*                                     *
*****

SYSTEM NUMBER? 002
YOUR OPERATOR NUMBER? 0399
YOUR PASSWORD?

ACTION:
COPYRIGHT (C) 1984 INFORMATION ASSOCIATES
  
```

1/23/2009



## Overview of FRS Menu Screens

Serving as the University's official financial record FRS is a tool used by both the campus and the central offices to record and verify account information.

We will first look at snapshots of each of the main menu screens and then go into more detail regarding the various attribute screens, account dollar screens, open commitment dollar data and account summary data screens highlighting the screens most used by OSR employees.

There are several **MENU** screens within FRS. These menus outline the types of FRS screens available in the system. The major menu screens include:

1. **700 UNC Campus Menu - Financial Accounting** – OSR uses these screens extensively to look up account attribute information as well as account financial data both at a General Ledger (GL) and Subsidiary (SL) level.
2. **001 Financial Accounting Menu** – Some of the screens listed on the 700 Menu are the same on the 001 menu and therefore this manual will combine coverage of the types of screens and additional screens in the 700 section. Generally, OSR Data Management uses this menu screen for setting up accounts in FRS and making account adjustments such as budget revisions and award amendments.
3. **201 UNC Campus Menu – Purchasing** These screens are used to identify 'vendor' information (which includes Trainees/Fellows) and to verify purchasing transactions.
4. **101 - Accounts Payable Menu** – can be used to search for information regarding a particular vendor, process vouchers and on-line account payable check processing.

## Overview of FRS Menu Screens

### Screen Shot of 700 UNC Campus Menu – Financial Accounting

700 UNC Campus Menu - Financial Accting

IDMS/FRS Release 3.0

Screen:        Acct:

#### 6 Digit Account Inquiry

02A GL Attributes - All  
 02B GL Attributes - All  
 04A GL Attributes - Trust  
 04B GL Attributes - Trust  
 05A GL Attributes - C&G  
 05B GL Attributes - C&G  
 06A SL Attributes - All  
 06B SL Attributes - All  
 08A SL Attributes - Trust  
 09A SL Attributes - C&G  
 09B SL Attributes - C&G  
 09C SL Attributes - C&G

#### Account Inquiry - Dollars

018 GL Account Summary  
 019 SL Account Summary  
 020 Encumbrances Detail  
 021 Encumbrances Summary  
 022 SL Budget Summary  
 023 Transaction Inquiry  
 029 SL Permanent Budget  
 042 Encumbrances Snapshot  
 045 Associated SL Accts  
 047 ABR Rule List  
 0CG C&G Account Summary

OFA Fund Authority - C&G

#### Forms

NBX - Inbox  
 BTA - Budget Transfer  
       Approval  
 BTE - Budget Transfer  
       Entry  
 BTN - Budget Transfer  
       Notepad Inquiry  
 BTQ - Budget Transfer  
       Inquiry  
 LHI - History  
 LST - Subsystem Statu

Other UNC Campus Menus  
 701 Purchasing Menu

#### 10 Digit Account Update

0BT Budget Transfer

#### Accts Payable Inquiry

118 Duplicate Invoice List

Fiscal Yr: 09

Overview of FRS Menu Screens

## Screen Shot of 001 Financial Accounting Menu

001 Financial Accounting Menu (Part 1)

FRS/IDMS Release Version 3.0

Fiscal Yr: 09

Screen:        Acct:

## Account Inquiry and Maintenance

002 GL Account Create/Modify  
 003 GL Dollar Record  
 004 GL Building Attributes  
 005 GL Grant/Contract Attributes  
 006 SL Account Create/Modify  
 007 SL Dollar Record  
 008 SL Building Attributes  
 009 SL Grant/Contract Attributes  
 00F GL/SL Flag Setting  
 0AC SL/GL Account Create

## Transaction Processing

030 FA Session Open/Close  
 010 Budgets  
 011 Encumbrances  
 012 Cash Receipts  
 013 Cash Disbursements  
 014 Journal Entries  
 015 Beginning Balances  
 016 Bank Transfers  
 017 Suspense Update  
 025 Compound Journal Entries

## Account Dollar Data

018 GL Account Summary  
 019 SL Account Summary  
 020 SL Object Code with Encumbrances  
 022 SL Budget Summary  
 023 Transaction Inquiry by Account  
 026 Trans Inquiry by Batch/Session  
 028 Transaction Inquiry by Reference  
 040 GL Account Control Snapshot  
 041 SL Object Code Snapshot

## Open Commitment Dollar Data

021 Open Commitments by Account  
 027 Open Commitments by Reference  
 042 Open Commitment Snapshot

## Other Data

024 Session/Batch List  
 043 Suspense Record List  
 044 GSE Rule List  
 045 SL Accounts Mapped to a GL  
 046 Control Record Display  
 047 ABR Rule List  
 048 Chart of Accounts Rule List

## Account Summary Data

051 Summary Attribute List  
 052 Summary Attribute Value List  
 053 Select Summary Data

## Overview of FRS Menu Screens

### Screen Shot of 201 Purchasing Menu

201 Purchasing Menu (Part 1)		FPR/IDMS Release Version 3.0		
Screen:	Vendor:	Code:	Document:	Line:
	Invoice:		Commodity:	
Vendor Maintenance		Document Maintenance		
1A2	Vendor Name Search	220	Header Create/Modify	
1A3	Vendor Create/Modify	221	Document Line Tracking	
1A4	Vendor Address Select	223	Flag Maintenance	
1A5	Vendor Name Alias Maintenance	224	Line Item Create/Modify	
1A6	Vendor Statistics	226	Trailer	
1A7	Vendor Cumulative Statistics	22N	Notepad Item Create/Modify	
1A8	Vendor Note Pad	Purchase Orders		
1A9	Vendor Address Note Pad	222	On-Line Print	
205	Vendor Name Search Summary	225	Change Vendor Number	
Delivery Address Maintenance		227	PO to PO Copy	
202	Deliver To Address Maintenance	228	Line Item Inquiry	
210	Deliver To Address Inquiry	Other Menus		
Standard Text Maintenance		301	Purchasing Controls Menu	
219	Standard Text Inquiry	401	Bid List and Commodity Menu	
229	Standard Text Maintenance	001	Financial Accounting Menu	
Press ENTER to continue...		101	Accounts Payable Menu	
		213	Print FBB Bid	
Requisitions		Document Inquiry		
252	Approval	254	Requisition List	
722	On-Line Print	258	Document Line Item List	
723	Flag/Status	268	MO Line Item List	
Document Transfers		282	Document List	
257	Transfer PR to MO/Bid/PO	283	Line Inquiry by Vendor	
267	Transfer MO to Purchase Order	284	Purchase Order Summary	
277	Transfer FO to Purchase Order	285	PO Account Summary	
290	Transfer to Bid Response	286	PR/PO Statistics Report	
292	Transfer to Purchase Order	Invoicing		
Receiving		240	Header Create/Modify	
230	Header Create	243	Flag Maintenance	
231	Line Item Create	244	Line Item Create/Modify	
232	Header History / Line Inquiry	245	Frt/Ins/Tax/Oth/Trd/Disc	
237	Change Status / Line Delete	246	Trailer	
239	Line Inquiry by PO Line	247	Invoice Diagnostic Scan	
Press ENTER to go back to Part 1...		248	Line Item List	
		249	Posted Invoices by PO Line	

Overview of FRS Menu Screens

## Screen Shot of 101 Accounts Payable Menu

101 Accounts Payable Menu (Part 1)		FRS/IDMS Release Version 3.0	
Screen:	Vend:	Vchr:	Acct:
Vendor Inquiry and Maintenance		Process Unpaid Vouchers	
1A2	Vendor Name Search	130	AP Session Open/Close
1A3	Vendor Create/Modify	104	Voucher Create
1A4	Vendor Address Select	105	Voucher Modify
1A5	Vendor Name Alias Add/Drop	106	Voucher Delete
1A6	Vendor Statistics Inquiry	107	Demand Check
1A7	Vendor Cumulative Statistics Inq	108	Credit Memo
1A8	Vendor Note Pad	Online AP Check Processing	
1A9	Vendor Address Note Pad	120	Online AP Check Print
Process Paid Vouchers		1099 Processing	
130	AP Session Open/Close	132	Form 1099 Vendor Maintenance
109	Prepaid Voucher	133	Form 1099 Voucher Maintenance
110	Void Check	134	Form 1099 Vendor Delete
116	Prepaid Credit Memo		
Vendor/Voucher Data		Batch Data	
113	Vendor Analysis	124	Session/Batch List
115	Outstanding Vouchers	Table Maintenance	
118	Invoice List	112	Discount Table
140	Voucher Snapshot	117	AP Tax/Currency Table
119	Voucher Inquiry (Batch/Session)	131	AP Controls
140	Voucher Record Display		
Check Data		Statistics	
111	Cash Projection	1A6	Vendor Statistics
114	Outstanding Check List	1A7	Vendor Cumulative Statistics Inquiry
		EFT	
		1E2	Vendor EFT Create/Modify
		1E3	Returned EFT Payment

# **Overview of FRS Menu Screens**

Outline of FRS Screens covered in this manual:

## **Account Attribute Screens:**

Screens 02A & 02B	GL Attribute Screens - All Funds
Screens 05A & 05B	GL Attribute Screens - Contracts and Grants
Screens 06A & 06B	SL Attribute Screens - All Funds
Screens 09A – 09D	SL Attribute Screens - Contracts and Grants

## **Account Dollar Information:**

Screen 018	Six-Digit GL Inquiry Screen - Shows summary dollar information
Screen 019	Six-Digit SL Inquiry Screen - Shows summary dollar information
Screen 020	Ten-Digit SL Open Commitment Inquiry Screen - Shows open commitment information for a four-digit object code on a six-digit account number
Screen 022	SL Budget Data Inquiry Screen
Screen 023	Transaction Inquiry – Ten-digit account number and object code can also be typed in; shows a listing of the current month transactions on a six or ten-digit GL or SL account number
Screen 041	SL Object Code Snapshot
Screen 045	List Associated Subsidiary Ledger Accounts
Screen 047	Automatic Budget Reallocation (ABR) methods
Screen 0CG	Summary of Contracts and Grants - Shows attribute and summary dollar information
Screen 0FA	Fund Authority for a Contract or Grant

## **Open Commitment Dollar Data:**

Screen 021	Six-Digit SL Open Commitment Inquiry Screen
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## Account Attribute Screens

02B Screen describes the following General Ledger account attributes for all fund types:

```

02B GL ACCOUNT CREATE/INQUIRY (ALL FUNDS)          NC FAMLY HLTH LINE
09/25/08      14:39:35      FISCAL YR: 09
SCREEN:      ACCT: 046026 00
FG840  DATE FUND EST (MM CCYY): 06 2008
FG824  ACCOUNT CLASSIFICATION: 1
FG849  RESPONSIBLE OFFICE: 1
FG846  RECEIPT SUPPORT FLAG:
FG814  PRINT/NON-PRINT FBM091: 0
FG160  RECLASSIFICATION:
FG812  INST TRUST FUND TYPE: 04
FG813  INST TRUST FUND CLASS:
FG819  SAS FUND CODE: 0200
FG150  GASB FUND CODE: 4130
FG162  REFERENCE ACCOUNT NUMBER: 41766
FG818  DOWNLOAD SELECTOR: 00
FG847  CURRENT FUND INDICATOR: 1
FG817  RESTRICT CODE: 2
FG816  OVERNIGHT INQUIRY:
FG825  NATURE OF PLANT:
  
```

DATE FUND ESTABLISHED: Month and Year OSR Data Management established the account in FRS.

ACCOUNT CLASSIFICATION:  
 1 = Contract/Grant  
 2 = Institutional Trust Fund  
 3 = Special Fund  
 4 = State Fund  
 5 = Other  
 6 = Capital Improvement Fund

RESPONSIBLE OFFICE:  
 1 = Contract/Grant  
 2 = Account Services  
 3 = State Fund/Budget Office

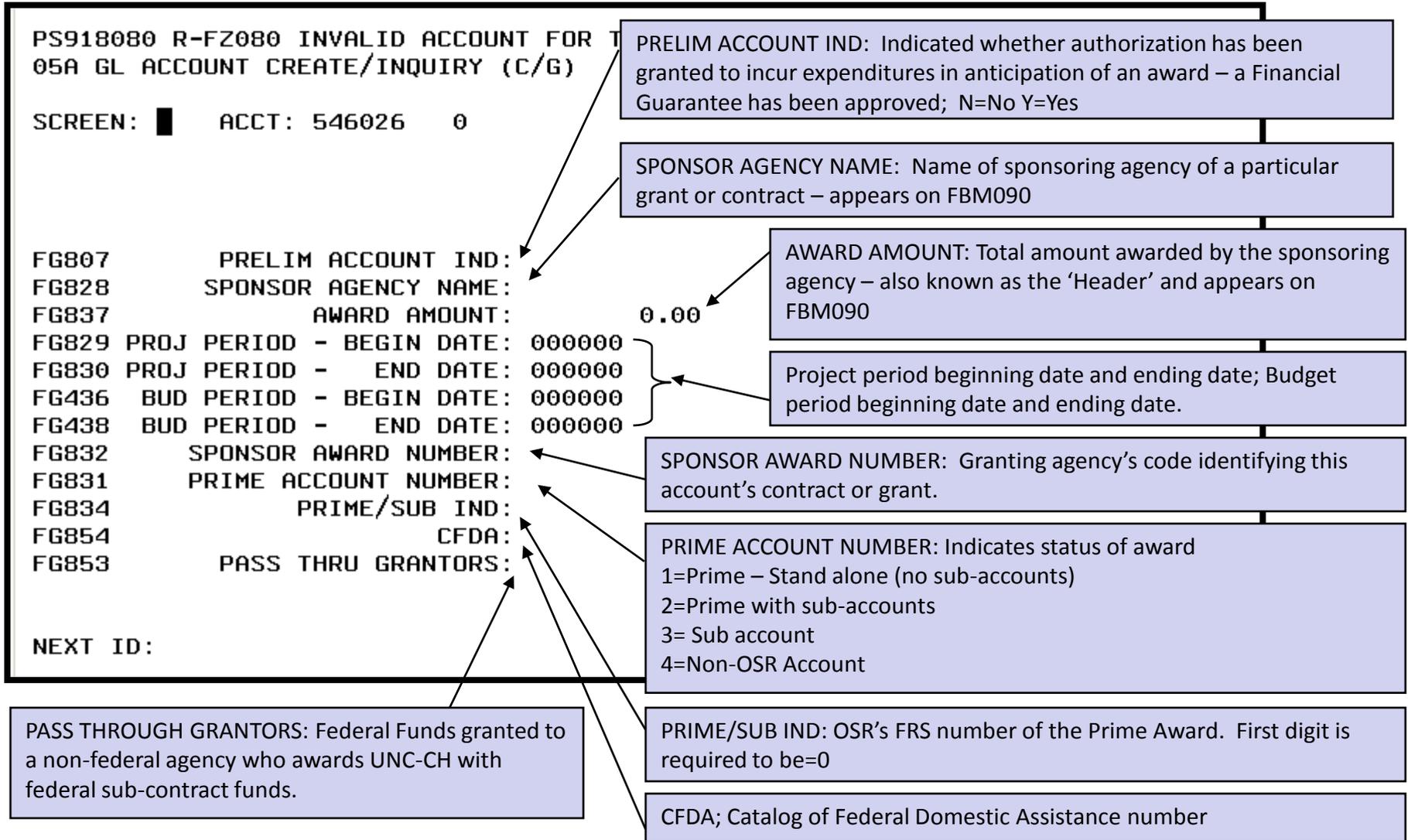
INSTITUTIONAL TRUST FUND TYPE: Press F2 for full listing  
 01=Gifts, Bequests, Devises, Other Funds  
 02=Federal Contract or Grant  
 03=Non-federal Contract or Grant (excluding State)  
 04=State Contract or Grant  
 12=Indirect Federal Contract & Grant Funds

RESTRICT CODE: Indicates if there are any restrictions on how funds are spent  
 0 = Unrestricted – General  
 1 = Unrestricted – Proprietary  
 2 = Restricted current funds  
 3 = Other Funds

REFERENCE ACCOUNT NUMBER: Defines the old account number that was previously used to classify the account activity.

## Account Attribute Screens

05A Screen describes the following General Ledger account attributes for Contracts & Grants types:





**Account Attribute Screens**

**06A Screen describes the following Subsidiary Ledger account attributes for all types of funds:**

06A SL ACCOUNT CREATE/INQUIRY (ALL FUNDS)

SCREEN: ACCT: 546026 0 MODEL: 08/08

```

FS039          MAP CODE: 46026
FS040 ACCOUNT DESCRIPTION: NC FAMLY HLTH LINE
FS042 RESPONSIBLE PERSON: KOTCH,J B
FS060          ADDRESS: CB# 7445, ROSENAU
FS897          DEPT NUMBER: 4645
FS824          RPT DEPT NUMBER: 4645
FS884          RPT DISTN NUMBER: 4645
FS050          SCHOOL: 08
FS048          DIVISION: 02
FS814 MEMO BANK ACCOUNT: 02
FS058 YEAR END PROCESSING: P
FS036          ABR METHOD: 4
FS811          UNC BUD CODE: 0
FS811 BUD CODE/PURPOSE CODE: 401
FS066          FUND GROUP: 11
FS140 LONG DESCRIPTION: NORTH CAROLINA FAMILY HEALTH RESOURCE LI
                             NE
    
```

MAP CODE: Indicates if the account is the prime or subsidiary account; if it is the same as the ACCT # then it is a prime; if it is different than the ACCT # it is a subsidiary account

Describes the 6-digit account and is used as the account title on all reports

Indicates who receives the detailed report of account activity (the PI) and where the report is sent.

DEPT NUMBER: to see name of depart. click on F2

Provides school code, to see name of school click on F2.

DIVISION: Provides the code for major segment or campus that this account pertains to, click on F2 for listing.

Cash associated with the account is Institutional Trust Funds (02)

Code for automatic budget reallocation. The pool acct and the range of accounts that draw budget from the pool are stored in the ABR Table (to see the table go to the 047 screen) Example:

Code	Pool	Start	Stop
4	1000	1112	8496

YEAR END PROCESSING: Designates the Fiscal Yr. process type for account:  
 F=Fiscal Year  
 C=Close Year  
 P=Project Year  
 T=Project ACCT Close  
 Current FY

FUND GROUP:

01=Instruction	06=Institutional Support
02=Research	08=Scholarships & Fellowships
03=Public Service	10=Area Health Educ Centers
04=Academic Support	11=Educational Service Agreements
05=Student Services	

Purpose Codes identify the type of function being performed:

101=Instruction Training	230=Financial Aide
110=Research Training	401=Other Sponsored Activities
110=Organized Research	

**06B Screen describes the following Subsidiary Ledger account attributes for all types of funds:**

```

06B SL ACCOUNT CREATE/INQUIRY (ALL FUNDS)
SCREEN:      ACCT: 546026

FS088  RESPONSIBILITY ROLL-UP: 976755
FS092      SUBTOTAL RULE: AC
FS074      MAJOR FUND SOURCE: 06
FS864  DATE FUND EST (MM CCYY): 06 2008
FS819  ACCOUNT CLASSIFICATION: 1
FS879  RESPONSIBLE OFFICE: 1
FS823  RECEIPT SUPPORT FLAG:
FS810  PRINT/NON-PRINT FBM090/91: 0
FS821  INST TRUST FUND TYPE: 04
FS822  INST TRUST FUND CLASS:
FS830      SAS FUND CODE: 0200
FS068      GASB FUND CODE: 4130
FS162  REFERENCE ACCOUNT NUMBER: 41766
FS829  DOWNLOAD SELECTOR: 08
FS831  CURRENT FUND IND: 1
FS828  RESTRICT CODE: 2
FS820  OVERNIGHT INQUIRY:
NEXT ID:
    
```

**RESPONSIBILITY ROLL-UP:** Attribute specifies the dummy account which this real dollar account will roll-up to in hierarchical chain of university

**SUBTOTAL RULE:** Specifies which subtotaling rules used to calculate subtotals on Screen 19 (SL Account Summary)

**DATE FUND EST:** Date OSR Data Management established FRS account

**MAJOR FUND SOURCE:** Specifies the major funding source for this account:  
 01=State Funds – Academic Affairs  
 02=State Funds – Health Affairs  
 03=State Funds – AHEC  
 04=Overhead receipts – ITF  
 05=State Funds – Student Auxiliaries  
 06=Contracts and Grants  
 07=Restricted Trust Funds  
 08=Unrestricted Trust Funds  
 09=Auxiliary Enterprises

**ACCOUNT CLASSIFICATION:**  
 1=Contract/Grant  
 2=Institutional Trust Fund  
 3=Special Fund  
 4=State Fund  
 5=Other  
 6=Capital Improvement Fund

**RESPONSIBLE OFFICE:**  
 1=OSR                      2=Accounting Services                      3=State Fund/Budget Office

**REFERENCE ACCOUNT NUMBER:** The account or accounts reference related accounts in FRS.

**RESTRICT CODE:** Indicates if current funds are restricted in terms of how they are used: 0=unrestricted general                      2=restricted current funds  
 1=unrestricted proprietary                      3=other funds

**INSTITUTIONAL TRUST FUND TYPE:** Press F2 for full listing  
 01=Gifts, Bequests, Devises, Other Funds                      04=State Contract or Grant  
 02=Federal Contract or Grant                      12=Indirect Federal Contract & Grant Funds  
 03=Non-federal Contract or Grant (excluding State)

### Account Attribute Screens

**09A Screen describes the following  
Subsidiary Ledger account attributes for  
Contract and Grant funds:**

09A SL ACCOUNT CREATE/INQUIRY (C/G)

SCREEN: ■ ACCT: 546026

FS827 FUND AUTHORITY IND: 0  
 FS837 PRELIM ACCOUNT IND:  
 FS833 SPONSOR AGENCY NAME: NCDHHS/DPH  
 FS863 AWARD AMOUNT: 250686.00  
 FS834 PROJ PERIOD - BEGIN DATE: 070108  
 FS835 PROJ PERIOD - END DATE: 053109  
 FS276 BUD PERIOD - BEGIN DATE: 070108  
 FS278 BUD PERIOD - END DATE: 053109  
 FS840 SPONSOR AWARD NUMBER: 01097-09  
 FS842 DOCUMENT NUMBER:  
 FS860 CAN NUMBER:  
 FS886 FISCAL YEAR (OE):  
 FS861 APPROPRIATION CODE:  
 FS839 PRIME ACCOUNT NUMBER: 546026  
 FS844 PRIME/SUB IND: 2  
 FS841 DESIG RESTRICT: 001

FUND AUTHORITY IND:  
 0=no fund authority is to be printed  
 1=new account  
 2=revised – award increase  
 3=revised – change in time period  
 4=revised - change in award and time period  
 5=revised - PI change  
 6=revised – award decrease  
 7=other

Indicates date last  
fund authority was  
printed

FS805 LAST FUND AUTHORITY DATE: 072508

Indicates whether a Letter of Financial Guarantee  
Account was set up for the pending award. Y=Yes

Total award amount. Also know as the 'Header'.

Project period dates and budget period dates.

SPONSOR AWARD NUMBER: Granting agency's code  
for this account

Designates the prime account for the award

PRIME/SUB IND: Designates status of  
award as:  
 1=prime account – stand alone  
 2=prime account – with sub-accounts  
 3=sub-account  
 4=non-OSR account

DESIG RESTRICT: Identifies departmental on-line re-budgeting allowability between series:  
 000=no re-budgeting allowed      006=allowed 001/1800/1900/2000/3000/4000/5001  
 001=no budgetary restrictions      005=allowed 1001/1800/1900/2000/3000/4000  
 002=allowed 2000/3000/4000 series    004=allowed 1001/1800  
 003=allowed 1900/2000/3000/4000/5001 series



## Account Attribute Screens

09C Screen describes the following Subsidiary Ledger account attributes for Contract and Grant funds:

```

09C SL ACCOUNT CREATE/INQUIRY (C/G)
SCREEN: ■ ACCT: 546026

1 FS282          FISCAL RPT DATE: 063009
2 FS280          TECHNICAL RPT DATE: 063009
3 FS80E          DATE NOTR RECEIVED: 000000
4 FS847          LIMIT OF COST CAUSE:
5 FS244          G/C CODE: 2
6 FS859          SPONSOR CATEGORY: 22
7 FS242          INTENT OF AWARD (RES TYPE):
8 FS857          TYPE OF ACTIVITY:
9 FS858          CLERICAL/ADMINISTRATIVE IND:
10 FS887          HUMAN SUBJECTS: N
11 FS888          ANIMAL SUBJECTS: N
12 FS80K          RELATED INCOME ACCOUNT:
13 FS80L          RELATED INTEREST ACCOUNT:
14 FS80M          RELATED MATCHING ACCOUNT:
15 FS836          EXPANDED AUTHORITY:
16 FS850          FINAL REPORT OF EXPENDITURES: 0000
    FS856          CONTINUING ACCOUNT:
  
```

**1&2:** Dates when financial and technical reports are due to the sponsor

**3:** Date NOTR received by OSR

**4:** Indicates whether a contract is subject to the Limitation of Cost Clause

**5:** Designates the type of award:

- 1=Grant
- 2=Contract – cost reimbursement
- 3=Contract – fixed price
- 4=Sub-award received
- 5=Sub-award granted
- 6=Cooperative agreement
- 7=Purchase order
- 8=Grant – cost reimbursement
- 9=Other

**6:** Identifies award sponsor by type of organization:

- 10=Grants – Non profit org.
- 11=Grants – Private corp.
- 12=Grants – N.C. State agencies
- 13=Grants – Federal agencies
- 14=Grants – Other
- 15=Grants – Indirect Federal
- 20=Contracts – Non profit org.
- 21=Contracts – Private corp.
- 22=Contracts – N.C. State agency
- 23=Contracts – Federal agency
- 24=Contracts – Other
- 25=Contracts – Indirect federal

**7:** Intent or type of research project:

- 01=Research
- 02=Training
- 03=Public Service
- 04=Equipment Acquisition
- 05=Seminar/Workshop/Conference
- 06=Student Aid
- 07=Fellowship
- 08=Career Development
- 09=Intergovt. Personnel Act Appt
- 10=Construction
- 11=Supply Allowance
- 12=Other
- 13=Clinical Trial (Ledger 4)
- 14=Clinical Trial (IRB Fee)

**8:** Indicates if account is required by federal agency to restrict certain expenses

- 00=none authorized
- 01=clerical/admin. salaries authorized
- 02=clerical/admin. salaries/postage/memberships authorized
- 03=postage/memberships authorized
- 04=clerical/admin. salaries/postage authorized
- 05=postage authorized

**9 & 10:** Indicates if human and/or animal subjects are involved in the research.

**11&12&13:** Account number assigned to hold related income, interest or matching.

**14:** Indicates account has expanded authority under FDP and does not need a new account number assigned for each budget year:

- 1=account has expanded authority
- 2=account has expanded authority no automatic carryover
- 3=FDP – expanded authority – New #

**15:** Month and year OSR submitted final report of expenditures to funding agency.

**16:** Account number assigned as the continuation of this account number.

**09D Screen describes the following Subsidiary Ledger account attributes for Contract and Grant funds:**

EQUIPMENT OWNERSHIP CODE: Indicates who owns the equipment.

01 = University

02 = Fed government, acquired through UNC-CH

03 = University, purchased with Federal funds

04 = Federal government, purchased with Federal and University funds

05 = University, not computed in OVHD rate/not C&G

06 = University, purchased with Federal and University funds

07 = Non-federal or State agency/foundation/private agency

08 = Federal government, acquired by outside sources

09 = University, not computed in OVHD rate (code 1&5) not C&G

**09D SL ACCOUNT CREATE/INQUIRY (C/G)**

SCREEN: ACCT: 546026

FS880 TECH RPT RECV: 0000  
 FS892 AUDIT REPORT REQUIRED:  
 FS893 AUDIT RECEIVED: 0000  
 FS894 AUDIT REPORT DUE:  
 FS895 AUDIT REPORT SENT: 0000  
 FS838 CFDA:  
 FS88 PASS THRU GRANTORS:  
 FS80 PASS THRU AGENCY:  
 FS24 SOURCE OF FUNDING: 05  
 FS898 TAX REFUND IND: 1  
 FS80A EQUIPMENT OWNERSHIP CODE: 01  
 FS80C FINAL REPT PATENT & INVEN:  
 FS81X PRINCIPAL INVSTGTR APPT DEPT: 4645  
 FS81Y INTERNATIONAL SUBCONTRACTOR:  
 FS81Z NON-GOVERNMENTAL ENTITY:  
 FS80N PRE-AUDIT ID: 21  
 FS80P REPORTING PERSON:  
 NEXT ID:

Press F2 for description of agency.

TECH RPT RECV: Records the month and year the technical report was received.

AUDIT REPORT REQUIRED: "Y" indicates an audit report is required for UNC records.

AUDIT RECEIVED: Records the month and year an audit was received for UNC records.

AUDIT REPORT DUE: "Y" indicates an audit report is due to the funding agency.

AUDIT REPORT SENT: Records month and year an audit report was sent to the funding agency

PASS THROUGH GRANTORS: Federal funds granted to a non-federal agency who awards UNC-CH a federal sub-contract.

SOURCE OF FUNDING: Indicates what type of research the project involves i.e. clinical, basic etc.

PI APPT DEPT: Press F2 for name of department

INTERNATIONAL SUBCONTRACTOR: "Y" indicates international subcontractor is non-government/state entity

FINAL REPT PATENT & INVEN: Month and Year report submitted patent and invention statement to agency.

PRE-AUDIT ID & REPORTING PERSON: OSR's employees responsible for this account. Press F2 for listing of OSR employees.

### Account Dollar Information Screens

**018 Screen** is an inquiry screen that allows viewing of a specific 6-digit General Ledger (GL) account. (The first digit is always zero (0)). The screen summarizes various balance sheet components within the account identified by account controls: assets, liabilities, fund balance, fund additions fund deductions and summary information on related Subsidiary Ledger (SL) accounts.

018 LIST 6 DIGIT GL

SCREEN: ACCT: 040222

DEPT: 4275

RESP PERSON: GALLIPPI, C M

FLAGS: DFRDSR

0000000

CTL	DESCRIPTION	BEG BAL	CURRENT MONTH	YEAR TO DATE
1100	CLAIM ON CASH	27,508.32	0.00	233.68
1320	ACCTS REC-CONTRACTS	16,500.00	0.00	0.00
3410	FD BAL CUR RES C & G	44,008.32-	0.00	233.68-
4110	EXCHG GRANT NON-PROF	66,000.00-	0.00	0.00
5214	REVERT OTHER C&G	0.00	0.00	42,548.53
9140	BUDGET CUR-RES REV	66,000.00-	0.00	42,548.53
9150	BUDGET CUR-RES EXP	66,000.00	0.00	42,548.53-
9550	CUR RES EXP LEDG 5	21,991.68	0.00	1,226.11
9650	ENCUMB SUM LEDG 5	5,056.28	0.00	5,056.28-
	* ACCT TOTAL *	44,008.32-	0.00	43,774.64

From the Financial Accounting menu enter 018 and enter the Account Number starting with a '0' followed by the remaining 5 digits for the account number. For example, Account Number 540222 would be entered as 040222.

*What do the "CTL"  
numbers mean and how do  
I interpret them?*



# Interpreting Screen 018

## Account Dollar Information Screens

### 018 Screen continued — Assets

Control Number Descriptions: Account controls used to record activity in the General Ledger.		
Assets - Cash		
1100	Claim on Cash (System Controlled)	Cash Balance (Cumulative Expenses 95x0, Beginning Balance +/- YTD, +/- 1100 Claim on Cash = Total Cash Received)
Assets - Receivables		
1320	Accounts Receivable – Contracts & Grants	Dollars remaining to be requested from Sponsor.
1325	Accounts Receivable – Billed Contracts & Grants	Dollars requested from Sponsor, but not yet received.

**Account Dollar Information Screens: 018 Screen continued — Fund Balances and Additions**

Control Number Descriptions: Account controls used to record activity in the General Ledger.		
Fund Balances – Current Unrestricted		
3240, 3310, 3410, 3510	Current Restricted – Sponsored Restricted (System Controlled)	Fund Balance is the balance remaining to be spent or amount overdrawn if positive, on related SL account.
Fund Additions – Sponsored Research :		Award Amount (Beginning Balance +/- YTD = Total)
4110	Grants – Non-profit	The Account Control assigned is dependent upon the source of funding and type of award (grant vs. contract)
4111	Grants – Private Corporations	
4112	Grants – N.C. State Agencies	
4113	Grants – Federal Agencies	
4114	Grants – Other	
4115	Grants – Indirect Federal	
4120	Contracts – Non-profit	
4121	Contracts – Private Corporations	
4122	Contracts – N.C. State Agencies	
4123	Contracts – Federal Agencies	
4124	Contracts – Other	
4125	Contracts – Indirect Federal	

**Account Dollar Information Screens: 018 Screen continued — Fund Deductions, Summary Controls, and Total Cash Received.**

<b>Control Number Descriptions: Account controls used to record activity in the General Ledger.</b>		
<b>Fund Deductions – Total Unspent Funds</b>		<b>Beginning Balance + YTD. The total of all Fund Deductions must equal Lapsed Funds</b>
5210	Refund to Grantor	Refund check drawn to sponsor for cash received but not spent.
5212	Reverted State C&G	Dollars budgeted, but not used (Account Control used is dependent on source of funding).
5213	Reverted Federal C&G	
5214	Revert Other C&G	
<b>Summary Controls – Budget Current Year</b>		
9140	Current Restricted Funds – Revenues (award budget)	Both are system controlled. Summarizes budgets on related SL accounts (Beginning Balance +/- YTD.)
9150	Current Restricted Funds – Expenditures (expense budget)	
<b>Summary Controls – Expense Summary &amp; Encumbrance Summary</b>		
9550 9540	Current Reserve Expense Ledger 5	System controlled. Summarizes Expenditures on related SL accounts (Beginning Balance +/- YTD.)
9650 9640	Encumbrance Summary Ledger 5	System controlled. Summarizes Encumbrances on related SL accounts.
<b>Total Cash Received</b>		
Cumulative Expenses (95x0) +/- Cash Balance (1100) = Total Cash Received		

## **Additional Information to Remember:**

- Accounts Receivable and Fund Additions are created at the time the award is set up.
- Fund Deduction is created when the award is reported final or terminated. (If an award is fully expended, there will not be any fund deduction.)
- For an account (GL) to be deleted, the Cash, Account Receivables, and Fund Balances must equal zero (0).

**Account Dollar Information Screens**

**019 Screen describes the following six-digit Subsidiary Ledger account summary information:**

019 SL Account Summary		ARFI ULTRASOUND					
		09/18/08	13:38:35	FISCAL YR: 09			
Screen:	Acct: 540222	Subtotal Option: AC		Print Subtotal: Y			
Department: 4275		Resp Person: GALLIPPI, C M					
Map Code: 40222		Flags: Del Frz Rvw Drp Sup ABR					
		0	0	0	0	0	2
Obj	Description	Budget	Actual	Encumb	Avail		
1001	C/G PERSONNEL	25,329.28	0.00	0.00	25,329.28		
1212	SPA ON CAMPUS	11,830.72	11,830.72	0.00	0.00		
1251	SPA SEVER WAG	59.18	59.18	0.00	0.00		
1271	SPA LONGEVITY	645.82	645.82	0.00	0.00		
	SPA EMPLOYEE	12,535.72	12,535.72	0.00	0.00		
	TOTAL PERSONN	37,865.00	12,535.72	0.00	25,329.28		
1800	STAFF BENEFIT	2,571.92	0.00	0.00	2,571.92		
1812	SOCIAL SECURI	762.01	762.01	0.00	0.00		
1813	SOC SECUR - H	178.14	178.14	0.00	0.00		
1822	STATE RETIREM	979.54	979.54	0.00	0.00		
1833	HMD/HEALTH PL	891.98	891.98	0.00	0.00		
1892	COMPOSITE BEN	62.41	62.41	0.00	0.00		
	STAFF BENEFIT	5,446.00	2,874.08	0.00	2,571.92		
2000	SUPPLIES & MA	6,310.41	0.00	0.00	6,310.41		
2311	EDUCATIONAL S	5,265.59	5,265.59	0.00	0.00		
	SUPPLIES / MA	11,576.00	5,265.59	0.00	6,310.41		
3100	TRAVEL	615.51	0.00	0.00	615.51		
3122	OUT/STATE TRA	275.74	275.74	0.00	0.00		
3125	OUT/STATE SUB	108.75	108.75	0.00	0.00		
	TRAVEL	1,000.00	384.49	0.00	615.51		
3914	TRANSIT FEE	0.00	25.96	0.00	25.96-		
3919	MISC SERVICES	4,113.00	0.00	0.00	4,113.00		
	OTHER CURRENT	4,113.00	25.96	0.00	4,087.04		
8981	LAPSED FUNDS	42,548.53-	0.00	0.00	42,548.53-		
	TOTAL DIRECT	17,451.47	21,085.84	0.00	3,634.37-		
8983	INDIRECT COST	6,000.00	2,131.95	0.00	3,868.05		
	TOTAL INDIRECT	6,000.00	2,131.95	0.00	3,868.05		
	TOTAL	23,451.47	23,217.79	0.00	233.68		

Map Code: Designates the GL account this SL account maps to. Through this code, transactions in more than one SL account will cause indirect entries to the GL account identified by the code. This field is blank if SL has one-to-one relationship with GL.

Automatic Budget Reallocation (ABR): Refers to how budgets re recorded at the pool level and automatically reallocated to the detail level as encumbrances or expenditures are made. Results in budget being equal to obligations at the detail level. Two methods are used for grants and contracts: Methods 2 and 4 which are both described on the next screen.

## Account Dollar Information Screens

### 019 Screen continued —

**Method 2** The subcodes (objects) may be separately budgeted as necessary.

ABR Pool Subcode	Subcode Range Drawing from Pool
1001	1112-1561
1800	1811-1892
1920	1921-1922
2000	2111-2924 (excludes 2511)
3100	3111-3129
3130	3131-3139
3200	3211-3222 (excludes 3221)
4200	4211-4316
4400	4411-4413
5001	5111-5519
6751	6571,6578,6579
6901	6901-6902

**Method 4** The subcodes (objects) may be separately budgeted as necessary.

ABR Pool Subcode	Subcode Range Drawing from Pool
1000	1112-8496, 8511, 8700-8985

*See 047 Screen for a complete listing of ABR Pools and subcode ranges.*

**FLAGS:** On 019 Screen as well as other FRS account summary screens, flag codes are used to indicate the status of the account. In additions to ABR the following codes may appear:

DELETE - an account with a delete flag on will be ignored for processing, but may still be reported on. The account will not be dropped from the files until the drop flag is turned on.

FROZEN – used to freeze an SL account. Does not affect the corresponding GL account.

REVIEW – any transactions processed against an account on review will be diagnosed .

DROP - used to drop a SL account from the files. The corresponding GL account is not affected by this. The delete flag must already be on.

SUPPRESS – this flag is used to suppress the diagnostic message for any SL account over budget.

### Account Dollar Information Screens

020 Screen describes ten-digit (includes a specific object code) Subsidiary Ledger account summary information. It serves as a condensed version of the Open Commitment Status section of the FBM 090 report for one object code. In this example, object code 3111 *In-State Transportation - Air* was selected.

020 LIST 10 DIGIT SL-OC				SUBACCT:UNC ADMIN		
SCREEN:		ACCT: 5365013111				
DEPT: 4630		RESP PERSON: SOBSEY, M D				
		FLAGS: DFRDSR				
		0000120				
OBJ	DESCRIPTION		BUDGET	ACTUAL	ENCUMB	AVAIL
3111	IN-STATE TRANS-AIR		2,481	740	1,741	0
OBJ	REF.	DATE	DESCRIPTION	ORIGINAL	LIQUIDATED	CURRENT
3111	K536362	12/18	NATHAN COLE	471.00	0.00	471.00
3111	K540272	01/06	MARION JENKINS	849.50	0.00	849.50
3111	K540275	01/06	MARION JENKINS	420.49	0.00	420.49
* ACCT TOTAL *				1,740.99	0.00	1,740.99

Account Dollar Information Screens

021 Screen is similar to the Open Commitment Status section of the FBM090 report. The dollar field columns contain object code, first reference number (usually Purchase Order #), date the encumbrance was entered, vendor name description, original encumbrance amount, liquidated expenditure amount, and current balance.

021 LIST OC RECORDS				NC FAMLY HLTH LINE		
SCREEN: ACCT: 546026				08/06/08	17:20:54	FISCAL YR: 09
DEPT: 4645		RESP PERSON: KOTCH, J B				
		FLAGS: DFRDSR				
		0000140				
OBJ	REF	DATE	DESCRIPTION	ORIGINAL	LIQUIDATED	CURRENT
1212	0054128	07/09	Social/Clinical	2,951.61	179.68	10,555.20
1212	0054129	07/09	Social/Clinical	13,803.01	840.32	49,360.80
1212	0054133	07/09	Social/Clinical	12,422.76	756.16	44,424.90
1212	0057999	07/11	Social/Clinical	10,891.11	534.96	31,431.45
1812	0054128	07/09	Social/Clinical	137.00	9.62	572.48
1812	0054129	07/09	Social/Clinical	838.56	51.53	3,029.69
1812	0054133	07/09	Social/Clinical	738.95	45.85	2,698.67
1812	0057999	07/11	Social/Clinical	675.25	33.17	1,948.75
1813	0054128	07/09	Social/Clinical	32.04	2.25	133.89
1813	0054129	07/09	Social/Clinical	196.11	12.05	708.55
1822	0054129	07/09	Social/Clinical	1,080.78	65.79	3,864.95
1822	0054133	07/09	Social/Clinical	972.70	59.21	3,478.47
1822	0057999	07/11	Social/Clinical	852.78	41.89	2,461.09
1832	0054128	07/09	Social/Clinical	262.65	0.00	939.26
1832	0054129	07/09	Social/Clinical	1,050.56	0.00	3,756.89
1832	0054133	07/09	Social/Clinical	1,050.56	0.00	3,756.89
1832	0057999	07/11	Social/Clinical	976.34	0.00	2,817.69
4111	K408248	06/27	MARY ELIZABETH	2,075.00	0.00	2,075.00
4111	K408249	06/27	MARY ELIZABETH	2,075.00	0.00	2,075.00
8983	AAAAAAA	07/31	OVERHEAD ENC/LI	22,265.86	0.00	22,265.86
* ACCT TOTAL *				75,910.48	2,665.03	194,268.85

**Account Dollar Information Screens**

022 Screen lists budget information for a six-digit account number in object code order. The Original and Current (Revised) Budgets are listed as well as Last Year's and Next Year's Budget if that information has been entered for the account.

022 SL Budget Summary		ARFI ULTRASOUND				
Screen: Acct: 540222 00 Subtotal Option: AC Print Subtotal: Y		09/18/08	15:11:35	FISCAL YR: 09		
Department: 4275		Resp Person: GALLIPPI,C M				
Map Code: 40222		Flags: Del Frz Rvw Drp Sup ABR				
		0	0	0	0	2
Obj	Description	Original	Current	Last Yr.	Next Yr.	
1001	C/G PERSONNEL	37,865.00	25,329.28	0.00	0.00	
1212	SPA ON CAMPUS	0.00	11,830.72	0.00	0.00	
1251	SPA SEVER WAG	0.00	59.18	0.00	0.00	
1271	SPA LONGEVITY	0.00	645.82	0.00	0.00	
	SPA EMPLOYEE	0.00	12,535.72	0.00	0.00	
	TOTAL PERSONN	37,865.00	37,865.00	0.00	0.00	
1800	STAFF BENEFIT	5,446.00	2,571.92	0.00	0.00	
1812	SOCIAL SECURI	0.00	762.01	0.00	0.00	
1813	SOC SECUR - H	0.00	178.14	0.00	0.00	
1822	STATE RETIREM	0.00	979.54	0.00	0.00	
1833	HMO/HEALTH PL	0.00	891.98	0.00	0.00	
1892	COMPOSITE BEN	0.00	62.41	0.00	0.00	
	STAFF BENEFIT	5,446.00	5,446.00	0.00	0.00	
2000	SUPPLIES & MA	11,576.00	6,310.41	0.00	0.00	
2311	EDUCATIONAL S	0.00	5,265.59	0.00	0.00	
	SUPPLIES / MA	11,576.00	11,576.00	0.00	0.00	
3100	TRAVEL	1,000.00	615.51	0.00	0.00	
3122	OUT/STATE TRA	0.00	275.74	0.00	0.00	
3125	OUT/STATE SUB	0.00	108.75	0.00	0.00	
	TRAVEL	1,000.00	1,000.00	0.00	0.00	
3919	MISC SERVICES	4,113.00	4,113.00	0.00	0.00	
	OTHER CURRENT	4,113.00	4,113.00	0.00	0.00	
8981	LAPSED FUNDS	42,548.53-	42,548.53-	0.00	0.00	
	TOTAL DIRECT	17,451.47	17,451.47	0.00	0.00	
8983	INDIRECT COST	6,000.00	6,000.00	0.00	0.00	
	TOTAL INDIRECT	6,000.00	6,000.00	0.00	0.00	
	TOTAL	23,451.47	23,451.47	0.00	0.00	

### Account Dollar Information Screens

023 Screen corresponds to the SL FBM091 report or the GL FBM091 report. Type a six or ten-digit account number in the account number field. The current month transactions that have been processed by the inquiry date will be displayed. The dollar fields listed include object/account control, transaction code, first reference number, transaction date, transaction description, transaction amount, indirect /direct indicator, second reference number, and journal voucher offset account. The following is an explanation of reference field numbers 1 and 2.

TRANSACTION CODE (TC)	REFERENCE FIELD 1	REFERENCE FIELD 2
02X Budgets-Current year	Budget Entry No.	Budget Reference No.
03X Cash Receipts	Cash Receipts Voucher No.	Cash Receipt No.
04X Cash Disbursements	Check Request No. or Purchase Order No.	Check No., Bi-Weekly Pay Period No.
05X Encumbrance	Requisition No. or Purchase Order No.	Requisition No.
06X Journal Entry	Transaction Reference No.	Journal Voucher No.
08X Budgets-Future Year	Budget Entry No.	Budget Reference No.

The 'I' field may display the following liquidation information: **D** (Debit), **C** (Credit), **P** (Partial) or **F** (Final).

**Account Dollar Information Screens**

**023 Screen Examples:**

Current month transactions for object code 1251 (SPA Severance Wage)

TC 042 represents a cash disbursement

023 Transaction Inquiry

NC FAMLY HLTH LINE  
09/18/08 15:57:50 FISCAL YR: 09

Screen: Acct: 5460261251 Order: D

Ctl	TC	Ref	Date	Description	Amount	I	2nd Ref	Offset Acct
1251	042	0057999	09/12	S T MEEK	6.87	P	B05 REG	
1251	042	0054133	09/12	J M REARDON	9.71	P	B05 REG	
1251	042	0054129	09/12	J A QUIRK	10.79	P	B05 REG	
1251	042	0054128	09/12	L P DICKSON	2.31	P	B05 REG	

Reference Payroll batch reference

2<sup>nd</sup> Reference Bi-weekly Pay Period No.

Current month transactions for object code 1832 (Medical Insurance)

TC 052 represents an encumbrance

023 Transaction Inquiry

NC FAMLY HLTH LINE  
09/18/08 16:16:42 FISCAL YR: 09

Screen: Acct: 5460261832 Order: D

Ctl	TC	Ref	Date	Description	Amount	I	2nd Ref	Offset Acct
1832	052	0054128	09/11	Social/Clinical Re	79.94	-C		
1832	052	0054129	09/11	Social/Clinical Re	159.87	-C		
1832	052	0054133	09/11	Social/Clinical Re	159.87	-C		
1832	052	0057999	09/11	Social/Clinical Re	119.90	-C		

Indicator for a Credit made to the account.

Current month transactions for object code 1832 (Medical Insurance)

TC 048 indicates a check request

023 Transaction Inquiry

NC FAMLY HLTH LINE  
09/18/08 16:28:55 FISCAL YR: 09

Screen: Acct: 5460262611 Order: D

Ctl	TC	Ref	Date	Description	Amount	I	2nd Ref	Offset Acct
2611	048	K471512	09/15	SUZANNA TODD*MEE	0.88	F	E51663	
2611	048	K471505	09/15	LUCRETIA*DICKSON	9.51	F	E51378	

Reference reflects the requisition #

Indicator for a Final payment made to the vendor.

Account Dollar Information Screens

041 Screen provides a SL object code snapshot. This screen reflects dollar information at the object code level (in this example 2311 – *Educational Supplies*). It provides prior FY expenses and quarter-to-date expenses for the current FY for each object code. For the most part, this dollar information can also be found on the OCG screen and therefore is not typically used by OSR. However, the Data Management group uses it to verify the ARB method at the object code level.

041 10 DIGIT SL SNAPSHOT

USPC CAMPUS RECRUITE

01/09/09 13:41:21 FISCAL YR: 09

SCREEN: ACCT: 5363552311

FLAGS: DELETE FREEZE REVIEW DROP BUD SUP ABR

MAP CODE: 36355

0 0 0 0 1 2

DESCRIPTION: EDUCATIONAL SUPPLIES

FISCAL YEAR: 09 CAMPUS CODE: 00

ORIGINAL BUDGET:	0.00	PRIOR CURR MONTH ACT:	0.00
ABR BUDGET:	1,156.54	PRIOR YEAR TO DT ACT:	0.00
ANNUAL BUDGET:	1,156.54	LAST YEAR ACT:	0.00
PAST BUDGET:	0.00	QUARTER TO DATE 1 ACT:	0.00
FUTURE BUDGET:	0.00	QUARTER TO DATE 2 ACT:	0.00
NEXT MONTH ACT:	0.00	QUARTER TO DATE 3 ACT:	0.00
CURR MONTH ACT:	0.00	QUARTER TO DATE 4 ACT:	0.00
YEAR TO DT ACT:	0.00	PROJ FS YR TO DT ACT:	0.00
PROJ TO DT ACT:	1,156.54	CURR MONTH ORIG BDGT:	0.00
NEXT MONTH LIQ:	0.00	CURR MONTH REVS BDGT:	0.00
ENCUMBRANCES:	0.00	YEAR TO DT ORIG BDGT:	0.00
REQUISITIONS:	0.00	YEAR TO DT REVS BDGT:	0.00
		DATE LAST ACTIVITY:	00/00/00
BUDGET BAL AVL:	0.00	ACTIVITY COUNTER:	

### Account Dollar Information Screens

045 Screen provides a list of associated SL accounts

From the Financial Accounting menu enter 018 and enter the Account Number starting with a '0' followed by the remaining 5 digits for the account number. For example, Account Number 546026 would be entered as 046026.

045 LIST ASSOCIATED SL ACCOUNTS

SCREEN: ACCT: 046026

ACCOUNT	YEAR	END	DEPT	RESPONSIBLE PERSON	ACCOUNT TITLE
0 46026	P	PROJECT YEAR	4645	KOTCH, J B	NC FAMLY HLTH LINE
5 46039	P	PROJECT YEAR	4645	KOTCH, J B	SUBACCT:FIRST STEP
5 46038	P	PROJECT YEAR	4645	KOTCH, J B	SUBACCT:PERINATAL
5 46037	P	PROJECT YEAR	4645	KOTCH, J B	SUBACCT:HLTH CHECK
5 46033	P	PROJECT YEAR	4645	KOTCH, J B	SUBACCT:DMA MEDICAID
5 46027	P	PROJECT YEAR	4645	KOTCH, J B	SUBACCT:MCH BLOCK
5 46026	P	PROJECT YEAR	4645	KOTCH, J B	NC FAMLY HLTH LINE

List of all subaccounts that are part of the prime account.

Example of subaccount 546039 First Step - Screen 019 (SL Account Summary):

019 SL Account Summary

Screen: Acct: 546039 Subtotal Option: AC Print Subtotal: Y

Department: 4645 Resp Person: KOTCH, J B

Map Code: 46026 Flags: Del Frz Rvw Drp Sup ABR

0 0 0 0 1 4

Obj	Description	Budget	Actual	Encumb	Avail
1000	ACCT BUDGET P	11,125.49	0.00	0.00	11,125.49
1112	EPA NON-TEACH	2,493.34	679.98	1,813.36	0.00

Note how the account is labeled a subaccount.

Note how the account is mapped to the prime account number.

## Account Dollar Information Screens

047 Screen identifies the Automatic Budget Reallocation method for budget pooling. Rules 2 apply to Contracts and Grants and Rules 4 apply to Special Contract and Grants/Trust Accounts. The rules define specific pool ranges for particular object codes.

047 ABR RULE LIST			
SCREEN:	ACCT:		
RULE	POOL	START	STOP
2	1001	1112	1118
2	1001	1121	1133
2	1001	1212	1234
2	1001	1251	1251
2	1001	1271	1271
2	1001	1311	1313
2	1001	1411	1452
2	1001	1461	1461
2	1001	1471	1473
2	1001	1551	1551
2	1001	1561	1567
2	1001	1594	1595
2	1800	1801	1808
2	1800	1811	1813
2	1800	1822	1822
2	1800	1831	1839
2	1800	1841	1842
2	1800	1861	1861
2	1800	1872	1876
2	1800	1892	1892
2	1800	1899	1899

RULE	POOL	START	STOP
2	1920	1921	1928
2	1970	1975	1976
2	2000	2111	2411
2	2000	2611	2611
2	2000	2911	2911
2	2000	2921	2924
2	3100	3111	3129
2	3130	3131	3139
2	3200	3211	3211
2	3200	3222	3222
2	3919	3916	3919
2	4200	4211	4316
2	4400	4411	4413
2	5001	5111	5112
2	5001	5191	5192
2	5001	5211	5212
2	5001	5291	5292
2	5001	5311	5316
2	5001	5391	5396
2	5001	5411	5415
2	5001	5491	5495
2	5001	5511	5513
2	5000	5519	5519
2	5001	5591	5593
2	5001	5599	5599
2	6571	6578	6579
2	6901	6902	6902
4	1000	1112	8496
4	1000	8511	8512
4	1000	8700	8985

## Account Dollar Information Screens

OCG Screen is similar in format to screen 019. The OCG screen provides totals at the ABR (automatic budget reallocation) pool levels. There are also additional descriptive attributes provided relative to the selected six-digit account number. The dollar field columns contain object code numbers and descriptions, revised budgets, actual cumulative expenditures, encumbrance balances and budget balances available.

The information recorded in the top section of the screen are the attributes described on Screens 02B through 09D.

OCG LIST 6 DIGIT SL - CONTRACTS/GRANTS		NC FAMLY HLTH LINE			
		09/23/08	11:36:21	FISCAL YR: 09	
SCREEN:	ACCT: 546026				
DEPT: 4645	RESP PERSON: KOTCH, J B	BUD CODE/PURPOSE:		401	
MAP CODE: 46026	BUD PERIOD: 07/01/08 - 05/31/09	AGENCY: DPH		CLER/ADMIN:	
FLAGS: DFRDSR	PROJ PERIOD: 07/01/08 - 05/31/09	AGY NO: 01097-09			
0000140	PRIME/SUB IND: 2	DESIG. RESTRICT: 001			
OBJ	DESCRIPTION	BUDGET	ACTUAL	ENCUMB	AVAIL
1000	ACCT BUDGET P	44,501.63	0.00	0.00	44,501.63
1212	SPA ON CAMPUS	142,108.15	26,120.49	115,987.66	0.00
1251	SPA SEVER WAG	130.58	130.58	0.00	0.00
1812	SOCIAL SECURI	8,627.21	1,592.98	7,034.23	0.00
1813	SOC SECUR - H	2,007.67	372.55	1,635.12	0.00
1822	STATE RETIREM	11,549.11	2,126.21	9,422.90	0.00
1832	MEDICAL INSUR	9,352.29	0.00	9,352.29	0.00
1833	HMO/HEALTH PL	1,764.78	1,764.78	0.00	0.00
1892	COMPOSITE BEN	130.58	130.58	0.00	0.00
1921	CONSULT FEE-A	212.00	0.00	212.00	0.00
2611	OFFICE SUPPLI	1,082.67	1,082.67	0.00	0.00
3914	TRANSIT FEE	54.33	54.33	0.00	0.00
3919	MISC SERVICES	150.00	150.00	0.00	0.00
	*SUB TOTAL *	221,671.00	33,525.17	143,644.20	44,501.63
4111	R/L BLDG FACI	6,225.00	6,225.00	0.00	0.00
	*TOTAL DIRECT	227,896.00	39,750.17	143,644.20	44,501.63
8982	RESTRICT FUND	0.00	0.00	0.00	0.00
8983	INDIRECT COST	22,790.00	3,156.40	19,633.60	0.00
	*TOTAL 1000	250,686.00	42,906.57	163,277.80	44,501.63
	*ACCT TOTAL *	250,686.00	42,906.57	163,277.80	44,501.63

## 700 UNC Campus Menu – Financial Accounting Screens

OFA Fund Authority Screen for Contracts and Grants – this screen is available only to Contract and Grant accounts. Attribute data for the account is shown first, press ENTER for budget data.

OFA FUND AUTHORITY - CONTRACTS/GRANTS		NC FAMLY HLTH LINE
SCREEN:	ACCT: 546026	FISCAL YR: 09
		FISCAL YR:
NO FUND AUTHORITY IS TO BE PRINTED		
TITLE: NORTH CAROLINA FAMILY HEALTH RESOURCE LINE		
ATTRIBUTES:	0-401-4645	
PRIOR YEAR:	4-1766	
SUB-ACCT OF:	-	LAST PRINTED ON: 07/25/08
-----		
PRINCIPAL INVESTIGATOR:	KOTCH, J B	
	MATERNAL & CHILD HEALTH	CB# 7445, ROSENAU
AGENCY:	NCDHHS/DPH	BUDGET PERIOD: 07/01/08 - 05/31/09
AGENCY NO:	01097-09	
AWARD AMT:	250,686.00	PROJECT PERIOD: 07/01/08 - 05/31/09
ABR METHOD:	4	FINAL FISCAL REPORT: 06/30/09
MAP CODE:	46026	FINAL TECHNICAL REPORT: 06/30/09
TYPE OF AWARD:	CONTRACT-COST REIMBURSEMENT	
BILLING CODE:	08 MONTHLY	
ON-LINE REBUDGETING CODE:	001	

Account Dollar Information ScreensOFA Screen – Budget Data

Budget data for OFA Screen - When viewing budget data and at the end of the data for an account; total direct cost amount is shown only when indirect cost subcodes (8983,8984,8985) are shown; total amount is always shown, flagged with an \* to the left of the amount; and cost sharing is shown with subcode 8988; because the number of budget entries is variable, it is always advisable to press F8 if any total is on the last line of a page, additional subcodes may show on subsequent pages.

OFA FUND AUTHORITY - CONTRACTS/GRANTS

NC FAMLY HLTH LINE

SCREEN: ACCT: 546026

FISCAL YR:

TITLE: NORTH CAROLINA FAMILY HEALTH RESOURCE LINE

ATTRIBUTES: 0-401-4645

PRIOR YEAR: 41766 SUB OF:

TYPE OF AWARD: CONTRACT-COST REIMBURSEMENT

PI: KOTCH, J B

SUBCODE	TITLE	SUBCODE	CUMULATIVE	CURRENT	BUDGET
	ACCT BUDGET POOL	1000			227,896.00
	TOTAL DIRECT		*		227,896.00
	INDIRECT COST - ON	8983			22,790.00
	TOTAL AMOUNT		*		250,686.00

Open Commitment Dollar Data Screens

021 Screen shows open commitments for six-digit SL accounts

021 LIST DC RECORDS				NC FAMLY HLTH LINE		
				09/30/08	16:47:45	FISCAL YR: 09
SCREEN:	ACCT: 546026					
	DEPT: 4645	RESP PERSON: KOTCH, J B				
		FLAGS: DFRDSR				
		0000140				
OBJ	REF	DATE	DESCRIPTION	ORIGINAL	LIQUIDATED	CURRENT
1112	2003487	09/29	Professor	3,049.36	0.00	3,049.36
1212	0054128	07/09	Social/Clinical	2,951.61	2,474.84	8,555.48
1212	0054129	07/09	Social/Clinical	13,803.01	11,573.74	40,009.92
1212	0054133	07/09	Social/Clinical	12,422.76	10,416.22	36,008.95
1212	0057999	07/11	Social/Clinical	10,891.11	7,369.68	25,476.86
1813	2003487	09/29	Professor	16.58	0.00	16.58
1822	0054128	07/09	Social/Clinical	231.11	200.91	694.95
1822	0054129	07/09	Social/Clinical	1,080.78	939.49	3,250.09
1822	0054133	07/09	Social/Clinical	972.70	845.53	2,925.09
1822	0057999	07/11	Social/Clinical	852.78	598.23	2,069.54
1921	C472314	09/04	REBECCA A YOUNG	212.00	212.00	0.00
2611	K471505	09/03	LUCRETIA DICKSO	9.51	9.51	0.00
2611	K471512	09/03	SUZANNA TODD ME	210.88	210.88	0.00
3919	K471567	09/03	SMART START	150.00	150.00	0.00
			* SUB ACCT TOTA	53,142.95	37,394.43	139,194.29
8983	AAAAAAA	07/31	OVERHEAD ENC/LI	22,265.86	0.00	19,633.60
			* ACCT TOTAL *	75,408.81	37,394.43	158,827.89