Financial Services: Accounting Systems Training

THE UNIVERSITY OF CHICAGO

FAS Mainframe, ACCTS, eLedgers

Introduction

This training material covers the following topics:

I. Fundamentals of Accounting and the Financial Accounting System (FAS) structure

II. How to navigate through FAS

III. Using ACCTS

IV. Reading your eLedgers

V. Useful Resources / Additional Information

THE UNIVERSITY OF CHICAGO

I. Financial Accounting System (FAS)

- The University's Financial Accounting System (FAS) is a mainframe system installed in July, 1983. The system records and tracks financial activity. FAS was set-up to track revenue and expenditures according to traditional fund accounting: Current Funds (Unrestricted/Restricted), Loan Funds, Endowment Funds, Annuity & Life Income Funds, Plant Funds and Agency Funds.

- FAS Ledger Numbers (see section V for definitions) :

0	General Ledger
1	Unrestricted Revenue
2	Current Unrestricted revenue/expense activity for auxiliaries, recharge operations, educational activities, and general funds
3	Not Available (previously Hospital)
4	Current Unrestricted Expenses
5	Federal Grants & Contracts
6	Non-Federal Gifts, Grants & Contracts
7	Restricted Endowment Income
8	Plant (Capital Projects) Funds
9	Agency Funds

THE UNIVERSITY OF CHICAGO

3

I. Financial Accounting System (FAS) *continued*

- FAS includes both Balance Sheet data, as well as Statement of Activities data. Balance Sheet activity is recorded in Ledger 0 (GL Accounts) and Statement of Activities is recorded in Ledgers 1-9 (SL Accounts).

- All SL accounts must be linked to a GL account. Multiple SL accounts can be linked to the same GL account; however, there cannot be multiple GL accounts for one SL. Additionally, a GL account can be set up without any associated SL accounts.

- The GL (Ledger 0) is arranged/blocked in a manner to correspond to the SL Accounts:

GL Account Numbers	Corresponding SL	Fund Group
0–00001/00099	N/A	FAS bank accounts
0–1XXXX	1, 2, 4	Current unrestricted funds
0–2XXXX	5	Federal grants and contracts
0–3XXXX	6	Nonfederal gifts, grants and contracts
0–4XXXX	7	Restricted endowment income
0–5XXXX	N/A	Loan funds
0–6XXXX	N/A	Endowment principal accounts
0–7XXXX	N/A	Annuity and life income funds
0–8XXXX	8	Plant funds
0–9XXXX	9	Agency funds and miscellaneous

THE UNIVERSITY OF CHICAGO

4

I. Financial Accounting System (FAS) *continued*

- SL's are also further arranged/blocked. For example, Ledger 6 includes both non-federal grants/contracts, as well as gift accounts (se table below). Information on how all ledgers are blocked is available at: http://adminet.uchicago.edu/fasmanual/docs/3.d.0.shtml.

CLASSIFICATION	SUBSIDIARY LEDGER	GENERAL LEDGER	SUBSIDIARY LEDGER
	Associate		Master
Master Account Range		0-30000/39998	6-30000/39998
Associate Account Range	6-40000/99899		
APS Accrual Account Range	6-99900/99999	0-39999	6-39999
Sponsored Programs - General University	6-98000/98999 6-94000/94999 6-95000/95999	0-38000/38999 0-34000/34999 0-35000/35999	6-35000/35999 6-34000/34999 6-38000/38999
Drug Studies - Biological Sciences Division	6-96000/97999	0-36000/37999	6-36000/37999
Gifts - Non Biological Sciences Division	6-91000/92999	0-31200/32999	6-31200/32999
Gifts - Biological Sciences Division	6-93000/93999	0-33000/33999	6-33000/33999

5

I. Financial Accounting System (FAS) *continued*

- All FAS accounts are 10 digits. The first number indicates the Ledger number, numbers 2-6 are the unique account number and the last four numbers indicate the transaction type. For example, in the GL (0 Ledger accounts) the last four numbers are referred to as the account control. A GL account that ends in 1380 indicates that an accounts receivable transaction has occurred. In a SL account (Ledger 1-9 accounts), the last four numbers are referred to as the subaccount. A SL account that ends in 3000 indicates a business meal/social activity transaction.
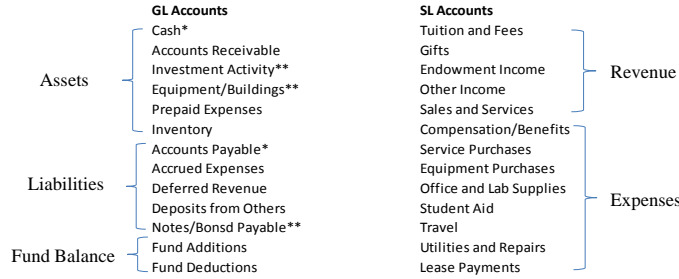
L-XXXXX-SSSS

Ledger Number

Account # within ledger

SL: Sub account
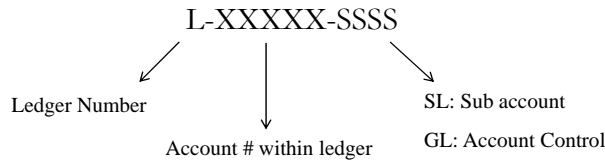
GL: Account Control

Detailed information on account controls and subaccounts is available in the online FAS User Manual (http://adminet.uchicago.edu/fasmanual/index.shtml).

6

I. Financial Accounting System (FAS) *continued*

- The University's fiscal year is July 1 – June 30. The majority of accounts are reported on a fiscal year basis, which indicates that each June the account balance and budget are "closed." Some accounts (e.g. grants, contract, construction/project accounts) are reported on a project account basis, which indicates that the balances and budgets are not closed out each June but rather at the end of the project.

- What is recorded where?

	GL Accounts		SL Accounts	
Assets	Cash*		Tuition and Fees	
	Accounts Receivable		Gifts	
	Investment Activity**		Endowment Income	Revenue
	Equipment/Buildings**		Other Income	
	Prepaid Expenses		Sales and Services	
	Inventory		Compensation/Benefits	
Liabilities	Accounts Payable*		Service Purchases	
	Accrued Expenses		Equipment Purchases	
	Deferred Revenue		Office and Lab Supplies	
	Deposits from Others		Student Aid	Expenses
	Notes/Bonsd Payable**		Travel	
Fund Balance	Fund Additions		Utilities and Repairs	
	Fund Deductions		Lease Payments	

* Most activity within these categories are systematically generated by FAS or the Accounts Payable System (APS)
** Most transactions within these categories are booked solely by Financial Services

NOTE: This table is not a comprehensive list of all transaction types. Please refer to FAS User Manual for additional information.

CHICAGO

7

I. Financial Accounting System (FAS) *continued*

Normal balances for transaction types:

Debit	Credit (-)
Expenses	Revenues
Assets	Liabilities
	Fund Balance

Can I have a credit transactions in an expense subaccount or debit transactions in a revenue subaccount?

Yes – the above table demonstrates the "normal" balance that one should expect to see; however, debits or credits can post to any type of account. For example, Office Supplies will typically have a debit balance; however, if check is cancelled or a refund is issued back to the account, this will show in the account as a credit.

What is Fund Balance?

Fund balance is the difference between Assets and Liabilities. The accounting equation is Assets = Liabilities + Fund Balance (Net Assets). It is basically the "bottom line." Fund balances typically have a credit balance (surplus position); however, if a fund balance has a debit balance this means the account is in deficit due to overspending or liabilities exceeding assets. Fund balances are generally updated automatically by FAS based on activity within the associated SL accounts or based on activity within the GL account.

CHICAGO

8

I. Financial Accounting System (FAS) *continued*

- Accounting in general is a double entry system. For each transaction, debits must always equal credits. In FAS, the system has indirect updating to ensure debits and credits balance.

- FAS automatically updates (indirect updating) the GL account based on SL activity. For example, if $100 of supplies are purchased on a Ledger 2 account, the Ledger 2 will show a debit/expense transaction of $100. The cash actually paid for these $100 of supplies will be reflected in the associated GL.

Activity within Unit/Department FAS Accounts						
	SL Activity			GL Activity		University Cash
Subaccount	Debit	Credit	Acct Control	Debit	Credit	Credit
5500 - Office Supply	100.00		1100 - Cash		(100.00) *	(100.00) **
			3000 - Fund Balance	100.00		*
	100.00	-		100.00	(100.00)	(100.00)

* These are automatic entries created by FAS

** When the check is cut by AP, the University's overall cash balance is impacted

- As previously noted, most accounts are set-up on a fiscal year basis. The revenue/expense recorded in the SL closes out at the end of each fiscal year. However, as shown above, the activity does impact the associated GL account. Balance sheet accounts (GL – 0 Ledger) are always cumulative accounts versus Statement of Activity accounts (SL – 1-9 Ledger) are generally current year activity accounts.

THE UNIVERSITY OF CHICAGO

9

I. Financial Accounting System (FAS) *continued*

- Most transactions are not posted directly to FAS, but are processed through sub-systems such as Workday, BuySite, ePayments, ACCTs, PETs, PowerFaids, Accounts Payable (AP), Cashiering System, the Student Information System, GRIFFIN, etc.

THE UNIVERSITY OF CHICAGO

10
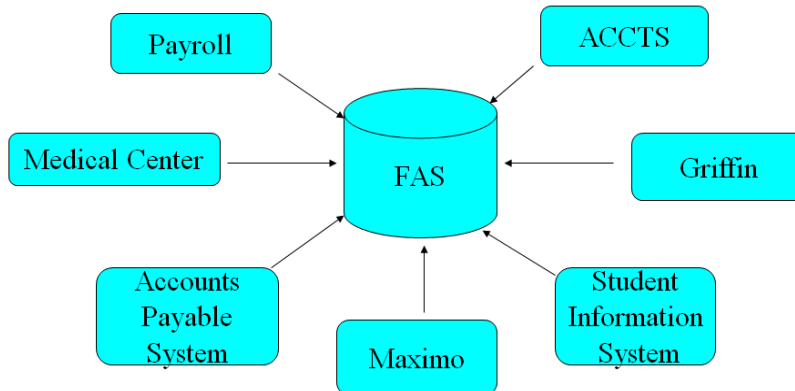
I. Financial Accounting System (FAS) *continued*

ACCTS/PETS

- ACCTS and PETS are the primary systems to process accounting entries within FAS. ACCTS Cost Transfer Module allows users to process journal entries, expenditure transfers and interdepartmental orders. PETS allows users to process payroll expenditure transfers.

Types of Accounting Entries

- *Journal Entries (JE):* Journal entries are the transfer of non-discrete transactions between FAS accounts. For example, if a divisional FAS account is providing a financial support to unit unrestricted FAS account, these transfers are typically done via JE. These entries are typically lump sum entries and therefore, in many cases are not the appropriate entry for grant/contract accounts due to award accounting requirements.

- *Expenditure Transfers (EE):* Expenditure transfers are the transfer of individual FAS transactions from one FAS account to another FAS account. These transactions allow a clear audit trail of transfers between accounts and can be used to transfer revenue or expenditures. These are most commonly utilized on grant and contract accounts.

- *Interdepartmental Orders (DD):* These transactions are payments for services/supplies between University departments. These entries provide more information than JE and EE's as they demonstrate the quantity/price being charged for the good/service. Additionally, this tool in ACCTS allows users to route the form to the respective department to identify the appropriate FAS account to be debited, if not know by initiator, and approve the entry.

CHICAGO

11

I. Financial Accounting System (FAS) *continued*

- FAS is not a "real time" system (remember, the system is from 1983). FAS batch processing updates occur:

  - Every Friday

  - Last business day of the month

  - Second business day of the new month (for prior month)

  - Third and fourth day of the new month (for prior month)

  - During year-end, FAS updates daily through the close process.

  To see the FAS schedule, refer to the calendar at http://events.uchicago.edu/fas/.

- Batch processing means that groups of transactions with the same entry code are fed into FAS within the same batch (group). Each user that submits FAS entries is assigned a batch ID. A list of all batch IDs are available by searching for "Batch Reference List" on the uchicago website. After each FAS update, FAS generated reports for a batch ID are sent to the contact person noted on the Batch Reference List.

- While batch processing allows other systems to update FAS, not all systems interface with FAS at the same time as the batch processing update schedule above. For example, if a user becomes an authorized signer during a Friday night FAS update, they will not show up in ePayment until Tuesday evening when those two systems interface.

CHICAGO

12

The University of Chicago

I. Financial Accounting System (FAS) *continued*

FAS Transaction Information

- *Entry Codes:* Indicates the type of transaction being processed
    - 01-19   Account Maintenance
    - 2X   Budget Transaction
    - 3X   Cash Receipts
    - 4X   Cash Disbursements
    - 5X   Encumbrances
    - 6X   Journal Entries
    - 9X   Bank Transfer & Beginning Balances

- *Purchase Order/ Encumbrance Number:* This field, if populated, represents a unique seven-digit number assigned either by Procurement Services, BuySite or the travel advance system. For additional information on purchase orders or encumbrances, please visit the PPS subsite on the Financial Services website.

- *Description:* This field is a 20-character limit description that provides high level information regarding the transaction. For example, an entry submitted via ACCTs, may show the description as "Funding Support" or an entry from APS may show a vendor name.

THE UNIVERSITY OF CHICAGO

13

I. Financial Accounting System (FAS) *continued*

FAS Transaction Information (*continued***)**

- *Transaction Number:* Certain transactions may have a unique transaction number associated to them. Most commonly, the transaction number for disbursements represents the check number. Also, some departments that provide supplies or services to other users may use this field as a unique identifier to transactions or documentation within their sub-system.

- *Control Number:* This field provides a unique number tied to a specific financial transaction. For ACCTS entries, this field will show the JE/EE/DD number. For non-PO payments, this field will show the ePayment number. For PO payments, this field shows the AP voucher number.

- *Batch Reference:* As FAS is a batch processing system, every transaction is assigned a batch reference number. This reference provides a contact person who can provide additional information on the transaction. A list of all batch IDs are available by searching for "Batch Reference List" on the uchicago website.

THE UNIVERSITY OF CHICAGO

14

The University of Chicago

I. Financial Accounting System (FAS) *continued*

FAS Attributes: These are descriptive fields within FAS that provide identifying characteristics that allow accounts to be pulled together for reporting purposes. Attribute information is available on FAS Mainframe Inquiry Screens 2 – 4 (GL) and 5 – 7 (SL). Below are two examples of available FAS attributes and detailed information on all attributes is available on the FAS User Manual.

- Account Administrator (AA): This attribute identifies the person(s) who have fiscal responsibility for the FAS account and are considered the primary points of contact for all questions associated to the account. For GL accounts, FAS allows two AA's to be listed and for SL accounts, FAS allows three AA's to be listed. AA's have access to monthly eLedgers and receive detail of all employees paid from that account.

- Authorized Signer (AS): This attribute identifies the person(s) who have transaction approval authority on the FAS account (e.g. approval of BuySite purchase orders, ePayments, etc.). For both GL and SL accounts, FAS allows up to four AS's.

   *NOTE: Information on how to request AA's or AS's is presented within the ACCTS section of this training material.

THE UNIVERSITY OF CHICAGO

15

I. Financial Accounting System (FAS) *continued*

Budgeting in FAS

- Budgeting is the process of projecting a future period's revenue and expenses. Budgeting is coordinated through the University's Budget Office, who utilize a tool called Delphi.

- Budgeting is only available for SL accounts.

- Line-item budgeting (e.g. setting a specific budget for individual subaccounts) is the only available budgeting method for revenue subaccounts.

- For expenditure subaccounts, there are three available budget methods:

   1) Line-item budgeting for each subaccount

   2) Pool budgeting (also know as Automatic Budget Reallocation) of specified subaccounts

   3) A combination of line-item budgeting and pool budgeting

- An attribute of FAS is the Automatic Budget Reallocation (ABR) code. The ABR code is set-up at the time a FAS account is created and can only be changed prior to the start of a new fiscal year (if the account is set-up on a fiscal year basis). The ABR code determines how budgets can be processed against the FAS account.

THE UNIVERSITY OF CHICAGO

16

8

The University of Chicago

I. Financial Accounting System (FAS) *continued*

Budgeting in FAS (*continued*)

- Automatic Budget Reallocation Codes

    – 00: The pool categories are not used, and budget is entered at the individual subaccount level. If budget is entered at the eight-digit level (1200, 1300, 1400, etc.), expenditures at the user-defined nine- and ten-digit levels will draw against the eight-digit level. For example, expenditures at 1210, 1211, 1299, etc., will draw against 1200 if those individual subaccounts are not budgeted. (This is the default in FAS)

    – 01: Budget for the account is placed in one pool, 0990. If desired, individual subaccounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, funds are drawn from the pool to cover the expense. This option must be used in Ledger 7.

    – 02: Budget for the account is placed in two pools, 0999 and 2000. If desired, individual subaccounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, funds are drawn from the appropriate pool to cover the expense. This option is not available in Ledger 7 master accounts.

    – 03: Budget for the account is placed in up to seven of the pools indicated below. If desired, individual subaccounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, funds are drawn from the appropriate pool to cover the expense. This option is not available in Ledger 7 master accounts.

THE UNIVERSITY OF **CHICAGO**

17

I. Financial Accounting System (FAS) *continued*

Budgeting in FAS (*continued*)

- Automatic Budget Reallocation Codes

    – 04: Budget for the account is placed in one pool, 2000, covering nonpersonnel expenditures. (Personnel costs must be line-item budgeted.) If desired, individual subaccounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, funds are drawn from the appropriate pool to cover the expense.

    – 05: Budget for the account is placed in up to six of the pools indicated below. (Personnel costs must be line-item budgeted.) If desired, individual subaccounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, funds are drawn from the appropriate pool to cover the expense.

    – 08: Budget for the account is placed in the pool indicated below. If desired, individual accounts can also be budgeted. When an expenditure is charged to an unbudgeted subaccount, budget is drawn from the designated pool to cover the expense. This code is only allowed in Ledger 8 (Plant Funds) and Ledger 9 (Funds Held for Others).

    – 09: No ABR. Budget is entered at the individual subaccount level, and an expenditure will cause an overdraft if it is in excess of the balance available.

THE UNIVERSITY OF **CHICAGO**

18

II. Navigating FAS

- To obtain access to the FAS mainframe, users must complete a Mainframe Systems Access Request form. This is available on the Accounting page of the Financial Services website: (http://finserv.uchicago.edu/accounting/general/accounting.shtml)

- Access Restriction Types:

  – Unrestricted: Full access to University accounts. This is limited primarily to Financial Services and requires approval from the Director, Accounting & Financial Reporting.

  – Executive Level: This access allows a user to view all accounts associated to the requested FAS executive level.

  – Department Level: This access allows a user to view all accounts associated with the requested FAS department number.

  – Account Administrator: This access allows users to only view FAS accounts whereby they are listed as the Account Administrator.

  – Ledger Range: This is not commonly utilized anymore and if so, generally by central administrative units. This type of access restricts access to a specific range of FAS accounts.

  For access related questions, please contact **fhra-librarian@lists.uchicago.edu**

THE UNIVERSITY OF CHICAGO

19

II. Navigating FAS *continued*

- The mainframe must be installed on a users desktop by IT Services.

- First-time log-in: The FHRA Librarian will provide a user name and password to approved individuals. Upon log-in into the mainframe, a user menu will appear. To enter FAS, click the underscore next to "FAS" and hit enter. You will arrive at the screen below:

```
01 FAS MENU *************

SCREEN: __   ACCT: _____

    INQUIRY - ACCOUNT INFO              INQUIRY - DOLLAR INFO
        2  6 DIGIT GL                       14  LIST 6 DIGIT GL
        3  GL GRANT/CONTRACT ATTRIB         15  LIST 6 DIGIT SL
        4  GL PROPERTY/MISC ATTRIB          16  LIST 10 DIGIT SL-OC
        5  6 DIGIT SL                       17  LIST OC FILE
        6  SL GRANT/CONTRACT ATTRIB         18  LIST SL BUDGET DATA
        7  SL PROPERTY/MISC ATTRIB          24  LIST TRANSACTIONS
                                            29  LIST BATCHES
    MAINTENANCE - ACCOUNT INFO              49  DATA COLLECT
       32  GL CREATE/MOD I
       33  GL CREATE/MOD II
       34  GL CREATE/MOD III              LBC QUICK ACCOUNT MAINTENANCE
       35  SL 5/6 CREATE/MOD I              47  GL QUICK CREATE/MOD
       36  SL 5/6 CREATE/MOD II             48  SL QUICK CREATE/MOD
       37  SL 5/6 CREATE/MOD III
       38  SL 1-4/7-9 CREATE/MOD I          ***** MISCELLANEOUS *****
       39  SL 1-4/7-9 CREATE/MOD II         43  MODIFY ACCOUNT CREATE DATE
       40  SL 1-4/7-9 CREATE/MOD III        44  BATCH FILE INQUIRY
       42  GL/SL MODEL ACCOUNT CREATE
```

THE UNIVERSITY OF CHICAGO

20

The University of Chicago

II. Navigating FAS *continued*

- Most users will <u>only</u> have access to the Inquiry Screens (except screens 29/49)

- A user will need to know the specific GL or SL account they want to review in order to use FAS

- FAS Inquiry Access Screen Definitions:

  - 01*: FAS Main Menu Screen

  - 02: 6 Digit GL Inquiry Screen – contains information on AA's and AS's, assigned exec level and department for account, etc.

  - 03: GL Grant/Contract Attribute Screen – contains information on the agency award number, principal investigator, budget begin/end date, etc.

  - 04: GL Property/Miscellaneous Attribute Screen – contains information for capital funds purposes or endowment purposes, if applicable

  - 05*: 6 Digit SL Inquiry Screen – contains information on AA's and AS's, map code (associated GL account), ABR Code, etc.

  - 06*: SL Grant/Contract Attribute Screen – contains relevant grant information, such as award begin/end date, indirect cost rate, agency award number, etc.

  - 07: SL Property/Miscellaneous Attribute Screen – contains information for capital funds purposes, if applicable, any defined user attributes, guarantee account information (for grants/contracts), etc.

*denotes most commonly used FAS inquiry screens

THE UNIVERSITY OF **CHICAGO**

21

II. Navigating FAS *continued*

- FAS Inquiry Access Screen Definitions *(continued)*:

  - 14*: List 6 Digit GL: Snapshot of summary balance information by account control. Shows prior fiscal year balance, current month activity and current year to date balances for each account control.

  - 15*: List 6 Digit SL: Snapshot of summary balance information by subaccount. Shows current budgeted amount, actual activity (revenue/expense), encumbrance balances and the budget balance available.

  - 16: List 10 Digit SL – OC: This screen provides detailed information at the 10 digit account level for open encumbrances.

  - 17*: List OC File: This screen shows all open encumbrances for the entire 6-digit FAS account.

  - 18: List SL Budget Data: This screen provides information on the original and revised budget for the current year and prior year. While the screen has a column for "next year" this field is not used.

  - 24*: List Transactions: This screen provides detailed transaction information for GL or SL accounts; however, users are limited to reviewing only current and/or prior month activity within this screen. Due to these time limitations, users are encouraged to utilize Business Objects or eLedgers for historical information.

*denotes most commonly used FAS inquiry screens

THE UNIVERSITY OF **CHICAGO**

22

II. Navigating FAS *continued*

- To navigate, users will need to enter the screen they would like to access (must enter two digits), as well as the associated FAS account.
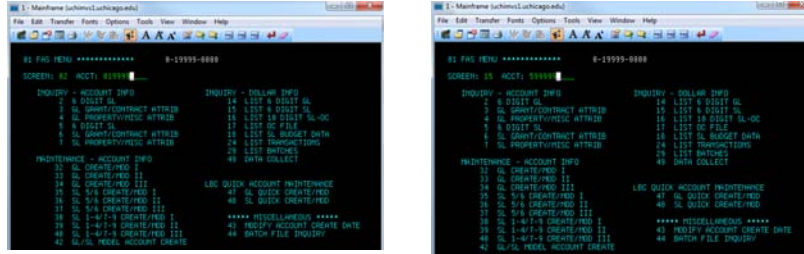

After the screen and account is typed into FAS, hit the enter key. To review multiple screens on the same account, only the screen number needs to be updated. For example, if you go to screen 02 for account 0-19999 (example account) you can then go to screen 03, 04, 14 or 24 without retyping the account number.

To get back to the menu page, users should input 01 into the screen field.

CHICAGO

23

II. Navigating FAS *continued*

Within screens 14-18, the top of the screen has information on the department assigned to the account, the Account Administrator (#1) and Flags.
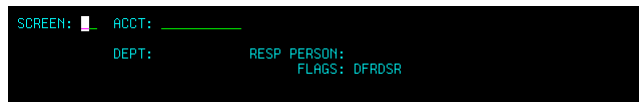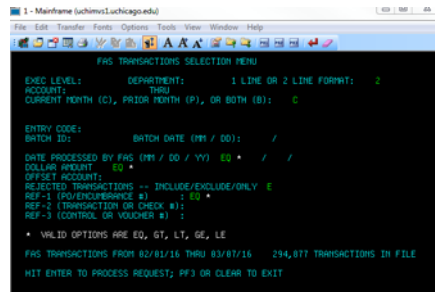
FAS Flags (in order as shown above):

D: Delete

F: Freeze

R: Review Transactions

D: Drop

S: Suppress Budget Message

R: Allow/Disallow Automatic Reallocation

See Section V for additional information on FAS Flags.

CHICAGO

24

II. Navigating FAS *continued*

Screen 24 is the one inquiry screen that does allow additional inputs, if needed:

All above fields are editable; however, the specific information (i.e. 6 digit batch ID or 6 digit offset account) must be known. Most commonly items input on this screen are "Current Month, Prior Month, or Both," which allows you to define the time period to review, as well as "Rejected Transactions – Include/Exclude/Only," which allows users to see if any transactions rejected from FAS.

To get back to the main menu from screen 24, please hit the F3 key.

THE UNIVERSITY OF CHICAGO

25

II. Navigating FAS *continued*

- To log out of FAS, type "SO" in the screen field.

- To log out of the entire mainframe system, either use the F3 key or in the command bar type the letter K.

- A quick reference guide for navigating through the FAS mainframe is available on the Accounting Systems site on the Financial Services website.

- FAS Questions?
  - Access rights: fhra-librarians@lists.uchicago.edu
  - Mainframe password resets: prodshop@uchicago.edu
  - Navigating the system: genaccounts@uchicago.edu

THE UNIVERSITY OF CHICAGO

26

The University of Chicago

III. Using ACCTS (Cost Transfer Module)

- The Cost Transfer Module is administered by IT Services and is the primary tool for processing journal entries (JE), expenditure transfers (EE) and interdepartmental orders (DD).

- To obtain access to the ACCTS Cost Transfer Module, users must obtain access via the Request a new ACCTS/PETS account, or modify an existing one module. Help with requesting access is available through the Help icon in this module.

- Once a user has been granted access, access to the module is via Cnet ID and password. After logging in to "Run Cost Transfer module only (CT)," the homescreen will appear as the following:

THE UNIVERSITY OF
CHICAGO

27
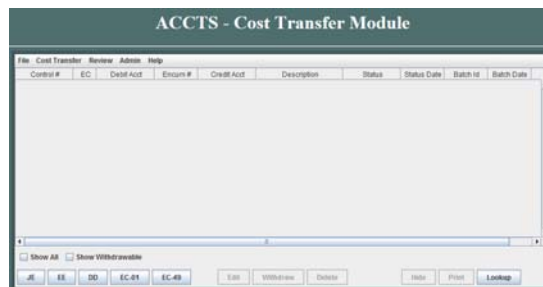
III. Using ACCTS (Cost Transfer Module) *continued*

How to initiate a JE/DD/EE (2 methods):

1) Click 'Cost Transfer' and select Journal Voucher (then select New JE), Expenditure   Transfer (New EE) or New DD.

2) Click the JE, EE, or DD icon at the bottom of the screen.

THE UNIVERSITY OF
CHICAGO

28

14

The University of Chicago

III. Using ACCTS (Cost Transfer Module) *continued*

- For JE transfers, the required fields to be completed include: debit account (10 digit), credit account (10 digit), description, amount, explanation (drop down) and explanation comment.

- For EE transfers, the required fields to be completed include: debit account (10 digit), credit account (10 digit), description, amount, batch reference, batch date, explanation (drop down) and explanation comment.

THE UNIVERSITY OF CHICAGO

29

III. Using ACCTS (Cost Transfer Module) *continued*

General tips when submitting a JE or EE:

- Include as much detail as possible in the line item detail section (i.e. complete the purple fields when practical) and in the explanation comment section. This detail could be useful to answer questions from other University users or if the entry is reviewed in an audit.

- Whenever possible, include an attachment (preferably in Word, Excel or PDF format) as supporting documentation. All grant entries should have supporting documentation attached.

- There is no limit on the number of line items that can be added to the entry and entries can be across various ledgers; however, if a grant account is included in the entry, the entire entry will be routed to Sponsored Award Accounting for approval and may require longer approval times due to their additional review requirements.

- Automatic Accrual Reversal: This box should be checked if the initiator would like the system to automatically reverse the entry in the subsequent reporting month (e.g. A unit received an invoice on June 29 and would like this entry to be recorded for June close. For June close they would debit an expense and credit an accounts payable liability and check this box. When the payment is processed in July, the debit associated to the payment would be offset with the credit from the automatic accrual reversal JE).

- 'Month' Business: During month-end close, a box will appear below the Automatic Accrual Reversal box. For instance, if an initiator is submitting an entry on October 1 that they want in their September ledgers, they will need to check this box.

THE UNIVERSITY OF CHICAGO

30

III. Using ACCTS (Cost Transfer Module) *continued*

General tips when submitting a JE or EE *(continued):*

- Entries must be submitted no later than 3pm on the day of an FAS update to be approved and processed for that FAS update (Note: if the entry is routed to Sponsored Award Accounting, it is recommended that the entry be submitted a day in advance or notify the approver, if urgent, as they have more stringent review requirements).

- Generally, transfers on grant accounts should be submitted using the EE module as this includes information that allows the system to identify if the Late Cost Transfer process should be initiated. If ACCTS identifies that an EE is subject to a late cost transfer, the initiator should follow the Late Cost Transfer policy and protocols.

- Error messages:

  - Account not found in FAS: This error message indicates that the entry cannot be submitted until a valid FAS account is entered.

  - Account fails the FAS batch test (GSE): This error message indicates that the initiator submitted an illegal pairing per the FAS definition table. For example, per the FAS User Manual, non-mandatory transfers must have a debit and credit subaccount (or account control) that is also a non-mandatory subaccount (or account control). For more information on the GSE table, please click here.

  - No assigned approver: This error message indicates that no line items were 'added' to the entry. Please review the entry to ensure the entry has moved to the top section of the entry.

CHICAGO

31

III. Using ACCTS (Cost Transfer Module) *continued*

Import Templates: If a unit has a higher volume or routine entries, it is recommended they utilize the JE/EE template and import functionality. The template can be downloaded by scrolling through the Cost Transfer tab in ACCTs and selecting the third option as shown below:

For JE's
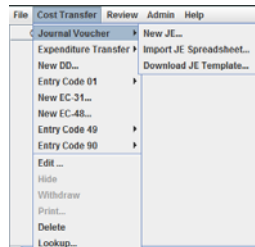
For EE's
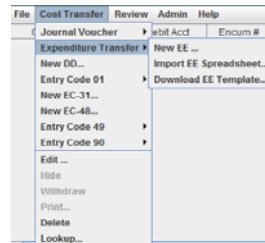
- After the template is downloaded, the template is completed in the same manner as completing a JE or EE in the system (i.e. same field requests). Once the completed template is saved to the user's computer, it is available for import. Import can either be done via the Cost Transfer Link above (Note that the 'import' option is the second option above) or by selecting the JE/EE button at the bottom of the ACCTS Cost Transfer Module. Once in the JE/EE online screen, there is an import button at the bottom of the screen.

CHICAGO

32

III. Using ACCTS (Cost Transfer Module) *continued*

- For DD transactions, the description, quantity and unit price within the line items section are required fields. Within the Accounts Section, an initiator can fill in both the debit and credit account fields or only one of the debit/credit account fields (i.e. sometimes this is unknown by the initiator so they are going to route to the other department for completion of this information). The description and percentage fields of the Accounts section are also required fields. The Amount field will auto-populate based on the percentage field. If only one of the debit/credit account fields are completed the initiator must use the Offset Dept/Reviewer drop down menu to select who the form will be routed to for completion.

THE UNIVERSITY OF CHICAGO

33

III. Using ACCTS (Cost Transfer Module) *continued*

General tips when submitting a DD:

- Whenever possible, include an attachment (preferably in Word, Excel or PDF format) as supporting documentation. All grant entries should have supporting documentation attached.

- There is no limit on the number of line items that can be added to the entry and entries can be across various ledgers; however, if a grant account is included in the entry, the entire entry will be routed to Sponsored Award Accounting for approval and may require longer approval times due to their additional review requirements.

- DD transactions can be split across accounts. For example, if the parking office is charging a department $10/voucher (unit price) and the department purchases 20 (quantity) in the Line Items section this cost can be split by using the percentage field (i.e. 50% could be debited to one account and 50% could be debited to another account). The system will not let a user proceed until all costs have been allocated 100%.

- If both sides of the debit/credit account fields are completed, the system workflow will send the DD transaction to Financial Services for final approval unless a department has been systematically set-up to approve all transactions before final approval by Financial Services.

- 'Month' Business: During month-end close, a box will appear below the Automatic Accrual Reversal box. For instance, if an initiator is submitting an entry on October 1 that they want in their September ledgers, they will need to check this box.

THE UNIVERSITY OF CHICAGO

34

III. Using ACCTS (Cost Transfer Module) *continued*

Other items:

- Printing entries: After submission of an entry, a box will appear that provides a JE/EE/D number indicating that the entry has been submitted and that it can be printed. If the print feature does not work, do not click it multiple times (this may cause a duplication of entries) but wait until later in the day to print the entry. Also, if an entry is subsequently withdrawn an edited, the print feature will not show the edits until the next business day.

- Rejected entries: Initiators are always notified of approved/rejected DD transactions; however, to receive email notification of rejected JE/EE select File and then Preferences. This will open a new Update user box. The box next to 'Receive email for rejected transfers should be checked.

Need more help?

- A list of frequently asked questions is available on the Accounting Systems site of the Financial Services website.

- A comprehensive training manual is also available at the Accounting Systems site or by clicking here.

- General questions: please contact genaccounts@uchicago.edu

- Technical/access questions: please contact accts@lists.uchicago.edu

THE UNIVERSITY OF CHICAGO

35

III. Using ACCTS (Other Modules)

- Look up a Cost Transfer processed through ACCTS: This module allows users to look up JE, EE or DD transactions (including attachments). The control number must be known to use this module.

- Authorized Signer and Account Administrator ID Request (ASAAR): Allows users to lookup Authorized Signer and Account Administrator ID numbers, as well as request ID's for new users. Instructions on how to request ID's is available either by clicking the Help button within this module or clicking here.

- NOTE: Please contact Payroll for more information on PETS.

THE UNIVERSITY OF CHICAGO

36

The University of Chicago
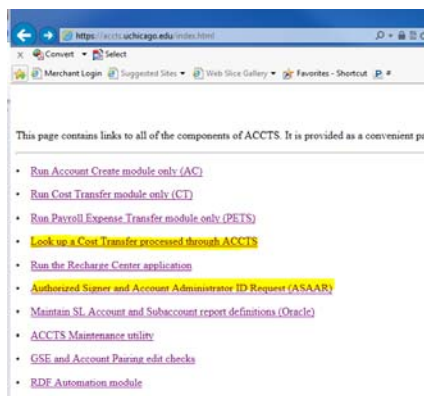
IV. eLedgers

- **Electronic Ledgers (eLedgers)** is the Financial Services application used to store and distribute The University's Financial Accounting System (FAS) ledgers of record in a secure, easy to view, electronic environment. eLedgers are available to all authorized University FAS administrators with valid CNET IDs. The reports will be available to approved users as soon as they are produced by FAS, usually the 5th business day of the month.

- eLedgers is a web based application and can be accessed at https://ariadne.uchicago.edu by Account Administrator's or anyone given proxy access by an Account Administrator.

- Account Administrator's will log-in with their CNet ID and password.

Login Screen for Internet Explorer   Login Screen for Safari and Firefox

37

IV. eLedgers *continued*

Main menu page:

Descriptions:

38

19

The University of Chicago

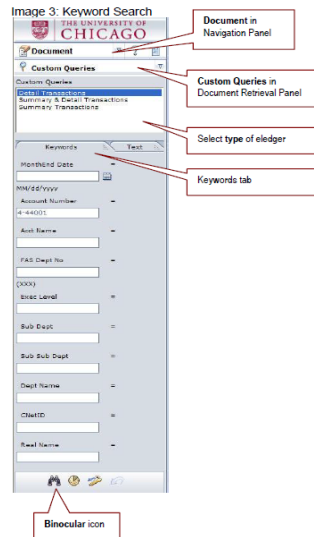## IV. eLedgers *continued*

Using the search function:

Within the Custom Queries document type within the Documents navigation panel, select type of query (detail, detail & summary or summary) and search on any of the available keyword fields. Some helpful tips include:

- Detail Transactions Query: Only available for activity in SL accounts

- Summary Transactions Query: Available for activity in **both** GL and SL accounts

- Account number must include a dash (e.g. 1-23456)

- For descriptions of the type of information shown on eLedgers (e.g. control number, description, batch reference, etc), refer to the FAS User Manual or information presented in the FAS section of this training material.

Image 3: Keyword Search

THE UNIVERSITY OF
CHICAGO
- Document → Document in Navigation Panel
- Custom Queries → Custom Queries in Document Retrieval Panel
- Select type of eledger
- Keywords tab
- Binocular icon

THE UNIVERSITY OF
CHICAGO

39

IV. eLedgers *continued*

- eLedgers cannot be edited and only provide a monthly snapshot of financial data from FAS

- If there has been no activity in the FAS account, there will be no eLedger for that respective period.

THE UNIVERSITY OF
CHICAGO

40

III. eLedgers *continued*

Please click here for more information on advanced search options, printing eLedgers, saving an eLedger to a file, emailing an eLedger, providing proxy access to another user, etc.

Need more help?

- A list of frequently asked questions, a quick reference guide and online training videos are available on the eLedgers site of the Financial Services website.

- Questions: please contact finserv-eledgers@uchicago.edu

THE UNIVERSITY OF CHICAGO

41

V. Useful Resources/ Additional Information

Ledger Information:

Ledger 1 (Unrestricted Revenue): These accounts are typically used for recording the following forms of income: tuition, student fees, indirect cost recovery, some private gifts, and miscellaneous income.

Ledger 2 (Unrestricted Funds – Miscellaneous): These accounts contains revenue and expenditure activity for auxiliary enterprises, educational activities, recharge opertaions, designated funds and other general funds.

Ledger 4 (Unrestricted Funds – Unrestricted Budget): These accounts are typically for expenditures and the accounts are typically supported by the annual central budget allocations.

Ledger 5 (Restricted Funds - Federal Grants and Contracts): These accounts are for the tracking of expenditures related to federal grants and contracts.

Ledger 6 (Restricted Funds - Nonfederal grants, contracts and gifts): These accounts are for the tracking of expenditures for nonfederal grants and contracts, including drug studies, as well as for the tracking of revenue and expenditures for University gifts.

Ledger 7 (Restricted Funds – Restricted Endowment Income): These accounts contain the institution's restricted endowment income.

THE UNIVERSITY OF CHICAGO

42

V. Useful Resources/ Additional Information *continued*

Ledger Information *(continued):*

Ledger 8 (Plant Funds): These accounts are for designated for the tracking of expenditures related construction and renovation projects, typically those in excess of $100,000 or those project accounts administered by Facilities Services.

Ledger 9 (Agency Funds): These accounts are administered by the University of behalf of others. Examples

THE UNIVERSITY OF CHICAGO

43

V. Useful Resources/ Additional Information *continued*

FAS Flags: While FAS includes six flags, the two below are the only primary flags currently being utilized within FAS.

- Delete: Shows if the account is or is not in delete status.

    - 0 = Active Account

    - 1 = Flagged for Deletion. At the start of next fiscal year, the flag will become a 2.

    - 2 = At the end of the fiscal year, the account will be dropped from FAS and the account may be reused for another purpose in the subsequent fiscal year. Once the account drops from FAS it cannot be reinstated.

- Freeze: Shows if the account is or is not in a frozen status (no entries can hit the account).

    - 0 = Active Account

    - 1 = Frozen Account. No dollar transactions may post against this account. This flag can be lifted.

THE UNIVERSITY OF CHICAGO

44