Logos®
Public Administration Software

Financial Management

System Administrator Guide
Version 7.0

Last Modified 7/22/2008

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Introduction

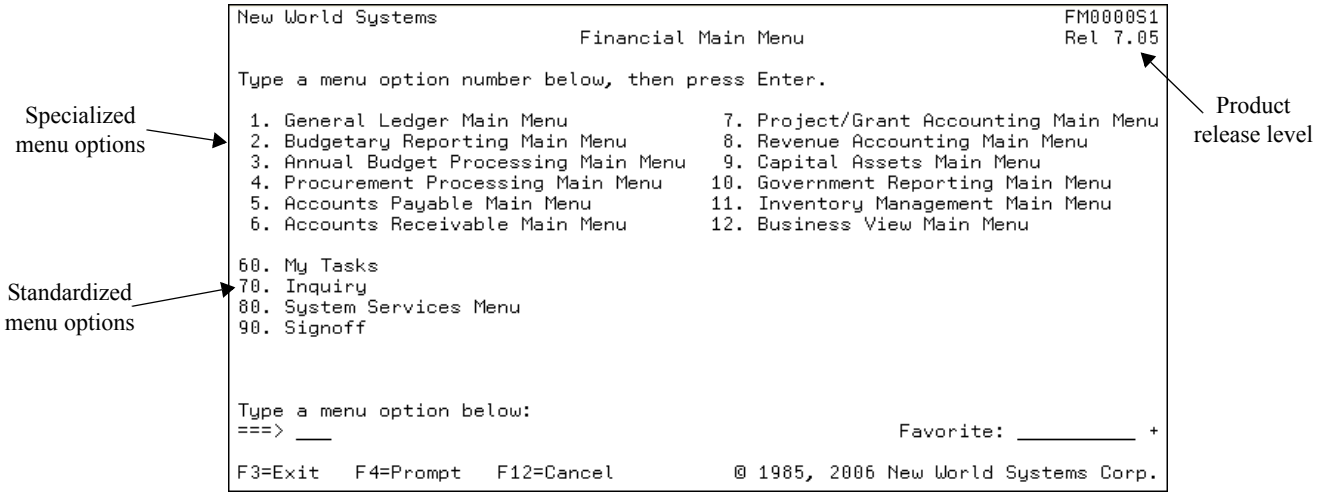
This manual takes the System Administrator through the setup necessary for their users to take full advantage of the *Logos* Financial Management system. Administrators will find detailed instructions for setting up features (such as emailing and faxing purchase orders) and descriptions of each System Control Maintenance screen.

Chapter 1
General Settings

Menus

A menu lets you access different programs within an application. A list of programs is displayed on each menu.

Below is the *Financial Management Main Menu*:



The product release level is displayed in the top right corner of the screen.

Menu Options

The following four standard options are available on all main menus:

My Tasks

This option contains notifications that are generated when follow-up responses to automatic system processes are required or when data has changed as a result of system processes. When you select this option, all of the active notifications specifically related to your work will be displayed. You also may choose to receive notifications by e-mail. For more information, see "My Tasks Setup" on page 4.

Inquiry

The *Inquiry Menu* provides a convenient route to system-wide information in display format only. The options on this menu let you access nearly all the information in the *Financial Management* module.

System Services Menu

System services refer to iSeries-related activities, such as working with printers, operator messages and a variety of other technical issues. For more information on system services, please see your IBM AS/400 documentation.

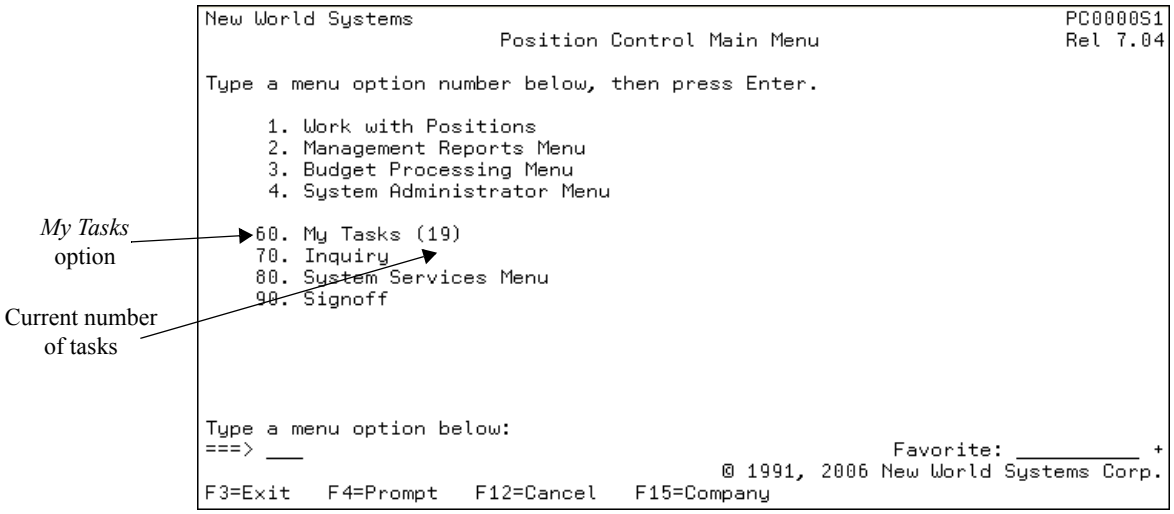
Signoff

Use Option 90 to exit the *Financial Management* module. Your current job will end and the original sign-on screen will be re-displayed.

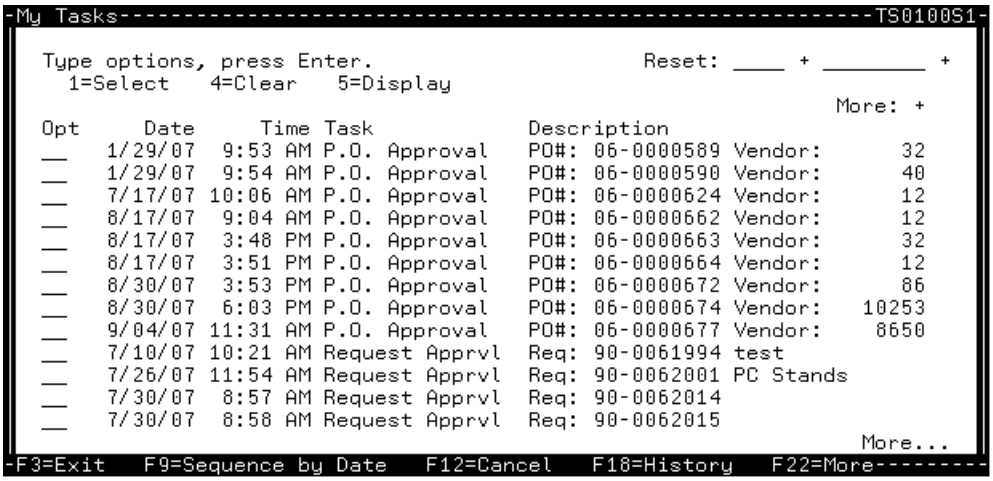
My Tasks

This feature notifies a user, through e-mail or the *My Tasks* menu option, when a follow-up response to an automatic system process is required or when data has changed as a result of a system process.

My Tasks is available from all menus except the *State Requirements Menu*.



When you select the *My Tasks* option, all of the active tasks or notifications will be displayed:



Description of Options/Functions within the My Tasks screen	
4 = Clear	Clear a task from *My Tasks* without following up. When this option is selected, a confirmation screen will be displayed. If you proceed with the clear, the task will be removed from My Tasks; however, this action will not process the task.
F9 = Sequence by	Sequence the list in alphabetical order by task or in ascending order by date.
F18 = History/Current	Displays a list of completed tasks (**History**) or active tasks (**Current**).
F20 = User Tasks	Display the list of tasks currently set up for you. (*For information on how to set up tasks, see "My Tasks Setup*" below.

If the list is sequenced by task, two ***Reset*** fields will be displayed in the upper right corner. These fields may be used to reset the list so that all tasks of a particular type (first Reset field) and/or all tasks that occurred on a particular date (second Reset field) appear at the top. **Note**: If **<F9>** is used to sequence the list in ascending order by date, only the ***Reset Date*** field will be displayed.

When possible, events will be cleared from *My Tasks* once the necessary responses have occurred. The exceptions are changes to purchase orders and requests that are canceled. These events generate informational notices only; they do not require a response from the user, so there is no follow-up event to trigger their removal.

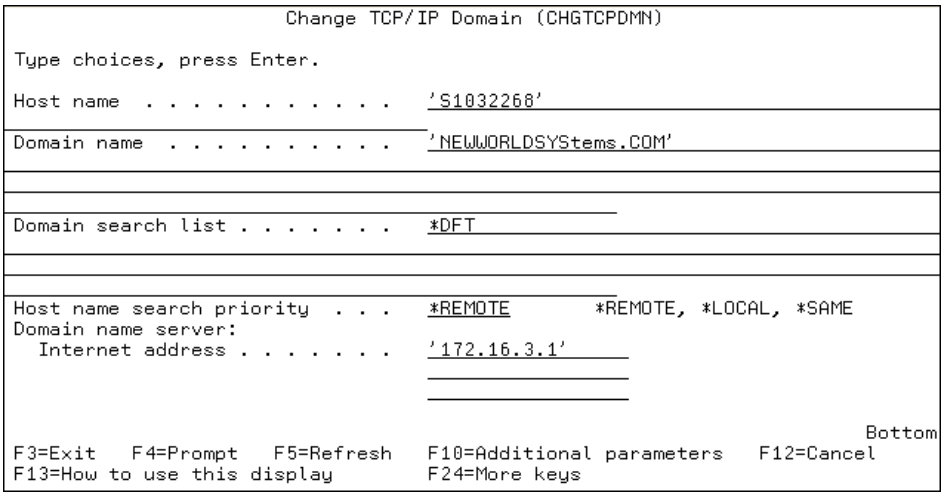
Step-by-Step: Email Setup for My Tasks

NOTE

Setup of email for My Tasks is identical to the setup of email for purchase orders. If email is already set up for purchase orders in the 4.6 release of Financial Management, you can skip this section.

Follow these steps to set up email for My Tasks:

1. Sign on as QSECOFR.
2. End the mail server. Execute the following command: **`ENDTCPSVR *SMTP`**
3. Change the TCP/IP domain information. On a command line, type **`CHGTCPDMN`** and press **<F4>**. You will see a screen like the following:

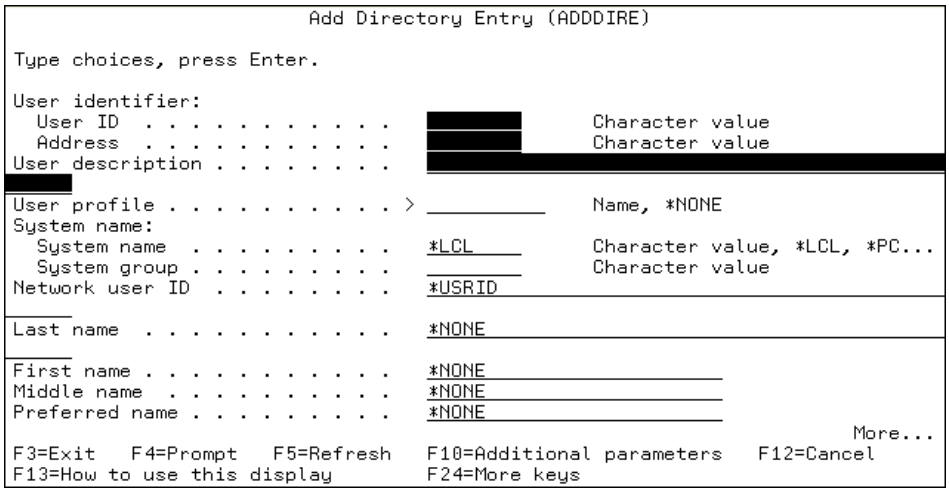


Complete the fields, remembering to put single quotes around each value as in the screen above:

Description of Data Fields within the Change TCP/IP Domain screen	
Host Name	Type the name of your AS/400 in this field. This value may be a name or a number. Our example is using an AS/400 named S1022760.
Domain Name	Type the name of your email domain, such as NEWWORLDSYS.COM or CITYOFANYTOWN.COM. The characters that come after the "@" symbol in an email address comprise your domain name.
Domain Name Servers	Type the IP address of your domain name server. You can enter up to three servers. An example would be 123.45.6.789. The IP address is always a series of four numbers separated by periods, but the length of each number in the series can vary from one to three digits.

Press **<Enter>** for these values to take effect.

4. Define INTERNET as a directory entry. On a command line, type **`ADDDIRE`**. Press **<F4>**. You will see a screen like the following:

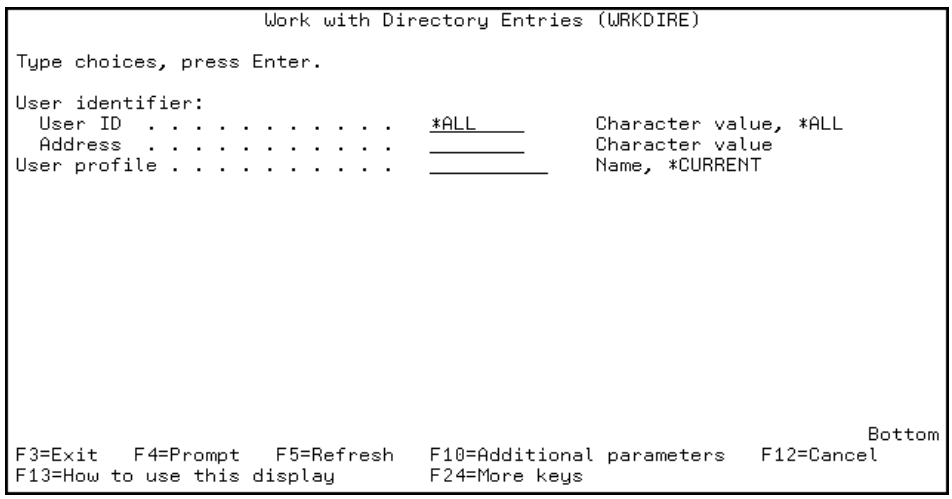


Complete the fields as follows:

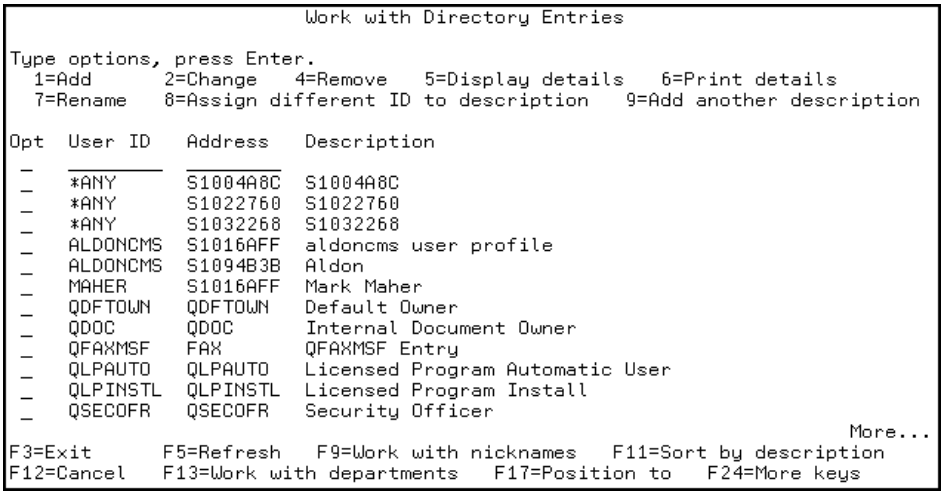
Description of Data Fields within the Add Directory Entry screen	
User ID	Type **INTERNET**.
Address	Type **GATEWAY**.
Description	Type **Internet SMTP Gateway**.
System Name	Type **INTERNET**.

a. Press **<Enter>**.

b. On a command line, type **WRKDIRE**. Press **<F4>**. You will see a screen like the following:



c. Press **<Enter>**. You will see the following screen:

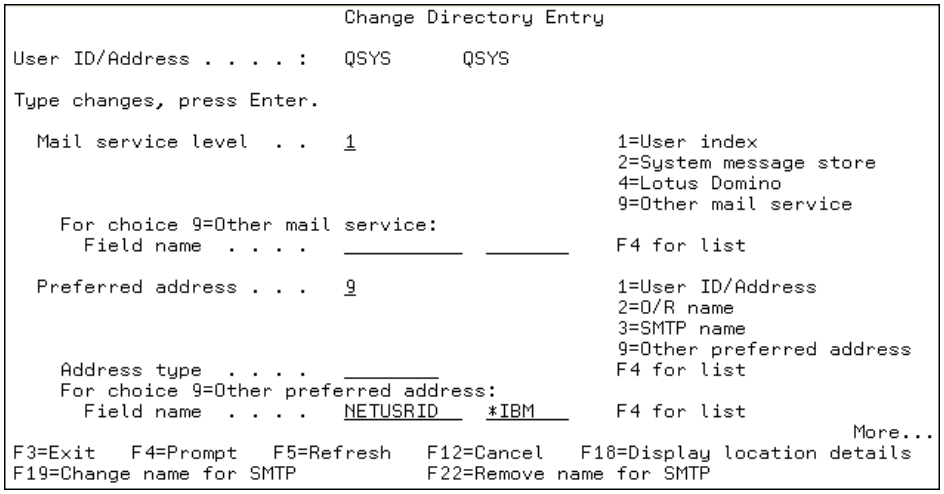


```
                        Work with Directory Entries

Type options, press Enter.
  1=Add      2=Change   4=Remove   5=Display details   6=Print details
  7=Rename   8=Assign different ID to description   9=Add another description

Opt  User ID   Address   Description
 _   _______   _______   _____________________________________________
 _   *ANY      S1004A8C  S1004A8C
 _   *ANY      S1022760  S1022760
 _   *ANY      S1032268  S1032268
 _   ALDONCMS  S1016AFF  aldoncms user profile
 _   ALDONCMS  S1094B3B  Aldon
 _   MAHER     S1016AFF  Mark Maher
 _   QDFTOWN   QDFTOWN   Default Owner
 _   QDOC      QDOC      Internal Document Owner
 _   QFAXMSF   FAX       QFAXMSF Entry
 _   QLPAUTO   QLPAUTO   Licensed Program Automatic User
 _   QLPINSTL  QLPINSTL  Licensed Program Install
 _   QSECOFR   QSECOFR   Security Officer
                                                                    More...
F3=Exit      F5=Refresh   F9=Work with nicknames   F11=Sort by description
F12=Cancel   F13=Work with departments   F17=Position to   F24=More keys
```

d. Type a "2" in the ***Opt*** field associated with **Internet** and press **<Enter>**. Press **<Page Down>** until you see the following screen:



```
                          Change Directory Entry

User ID/Address . . . . :   QSYS      QSYS

Type changes, press Enter.

  Mail service level  . .   1                     1=User index
                                                  2=System message store
                                                  4=Lotus Domino
                                                  9=Other mail service
    For choice 9=Other mail service:
      Field name  . . . .   __________  _______   F4 for list

  Preferred address . . .   9                     1=User ID/Address
                                                  2=O/R name
                                                  3=SMTP name
                                                  9=Other preferred address
    Address type  . . . .   ________              F4 for list
    For choice 9=Other preferred address:
      Field name  . . . .   NETUSRID   *IBM___    F4 for list
                                                                    More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F18=Display location details
F19=Change name for SMTP          F22=Remove name for SMTP
```

e. Make sure the fields below have the following values:

Field	Value
Address Type	Type **`ATCONTXT`**.
Preferred Address	Select **9 = Other Preferred Address**.
Field Name (under Preferred Address)	Type **`NETUSRID`** in the first field, then **`*IBM`** in the second.

f. Press **<Enter>** for these changes to take effect.

5. Change the distribution attributes. On a command line, type **CHGDSTA** and press **<F4>**. You will see a screen like the following:

```
                  Change Distribution Attributes (CHGDSTA)

Type choices, press Enter.

Keep recipients  . . . . . .   *BCC          *SAME, *BCC, *ALL, *NONE
Use MSF for local  . . . . . .   *NO          *SAME, *NO, *YES
Route to SMTP gateway:
  User ID  . . . . . .  . . .   INTERNET     Character value, *SAME, *NONE
  Address  . . . . . .  . . .   GATEWAY      Character value

                                                                    Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

Complete the fields as shown in the screen above to specify the route to the SMTP gateway. Press **<Enter>** for your changes to take effect.

6. Change the SMTP attributes. On a command line, type **CHGSMTPA** and press **<F4>**. Page down until you see the following screen:

```
                     Change SMTP Attributes (CHGSMTPA)

Type choices, press Enter.

User ID delimiter  . . . . . .   '?'          *SAME, *DFT, ?, =, ., &, $...
Mail router  . . . . . .  . . .   CITYMAIL.MYCITY.COM

Coded character set identifier     00819        1-65533, *SAME, *DFT
Outgoing EBCDIC/ASCII table:
  Outgoing EBCDIC/ASCII table  .   *CCSID       Name, *SAME, *CCSID, *DFT
    Library  . . . . . .  . . .                 Name, *LIBL, *CURLIB
Incoming ASCII/EBCDIC table:
  Incoming ASCII/EBCDIC table  .   *CCSID       Name, *SAME, *CCSID, *DFT
    Library  . . . . . .  . . .                 Name, *LIBL, *CURLIB
Firewall . . . . . .  . . . . .   *NO          *SAME, *YES, *NO
Journal  . . . . . .  . . . . .   *NO          *SAME, *YES, *NO
Process all mail through MSF . .   *NO          *SAME, *YES, *NO
Percent routing character  . . .   *NO          *SAME, *YES, *NO
                                                                    More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

In the ***Mail Router*** field, type the name of your mail router. Enclose the value in single quotes. This could be a name, such as CITYMAIL.MYCITY.COM or an IP address, such as 999.99.999.9. Press **<Enter>**.

7. Start the mail server. On a command line, type **`STRTCPSVR *SMTP`** and press **<Enter>**.
8. To use the correct return email address, you must modify the directory entry for the users. For each user that will be using *My Tasks* email,
   a. Go to a command line and type **`ADDDIRE`**. Press **<F4>**. You will see a screen like the following:

```
                        Add Directory Entry (ADDDIRE)

Type choices, press Enter.

User identifier:
  User ID  . . . . . . . . . . .   ________      Character value
  Address  . . . . . . . . . . .   ________      Character value
User description . . . . . . . .   ______________________________
______
User profile . . . . . . . . . .   __________    Name, *NONE
System name:
  System name  . . . . . . . . .   *LCL_____     Character value, *LCL, *PC...
  System group . . . . . . . . .   ________      Character value
Network user ID  . . . . . . . .   *USRID________________________
______
Last name  . . . . . . . . . . .   *NONE_________________________
_____
First name . . . . . . . . . . .   *NONE_____________________
Middle name  . . . . . . . . . .   *NONE_____________________
Preferred name . . . . . . . . .   *NONE_____________________
                                                                More...
F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display        F24=More keys
```

   Complete the required fields as follows:

Field	Value
User ID	Type the ID of the user you want to have access to this option. **NOTE:** This field is limited to 8 characters.
Address	Type the machine name.
User Description	Type a brief description, generally the user's name.
User Profile	Type the profile for this user. This may be the same as the user ID; however, you can include 2 more characters in this field to further distinguish this user from others with similar names.

   b. Press **<Enter>**.
   c. Go to a command line and type **`WRKDIRE`**. Press **<F4>**. You will see a screen like the following:

```
                    Work with Directory Entries (WRKDIRE)

Type choices, press Enter.

User identifier:
  User ID  . . . . . . . . . . . .   *ALL_____      Character value, *ALL
  Address  . . . . . . . . . . . .   ________      Character value
User profile . . . . . . . . . . .   __________    Name, *CURRENT

                                                                        Bottom
F3=Exit    F4=Prompt    F5=Refresh    F10=Additional parameters    F12=Cancel
F13=How to use this display          F24=More keys
```

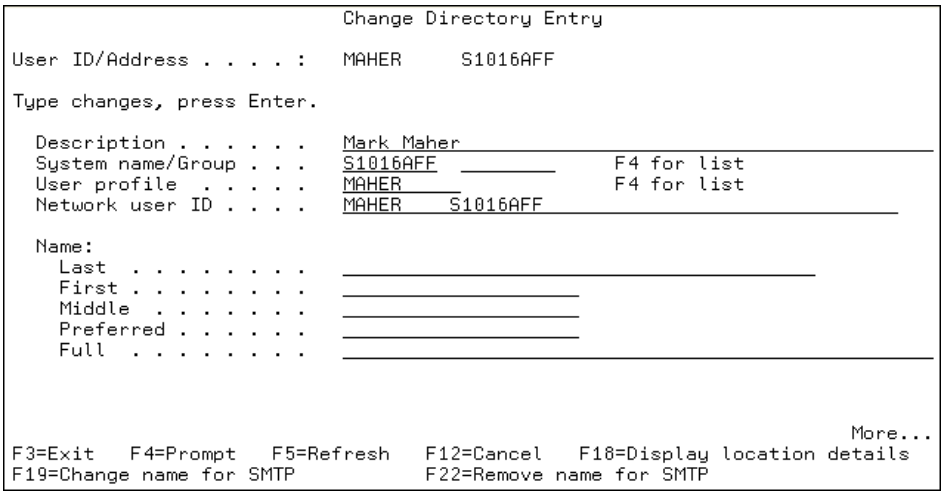
d. Press **<Enter>**. You will see a screen like the following:

```
                          Work with Directory Entries

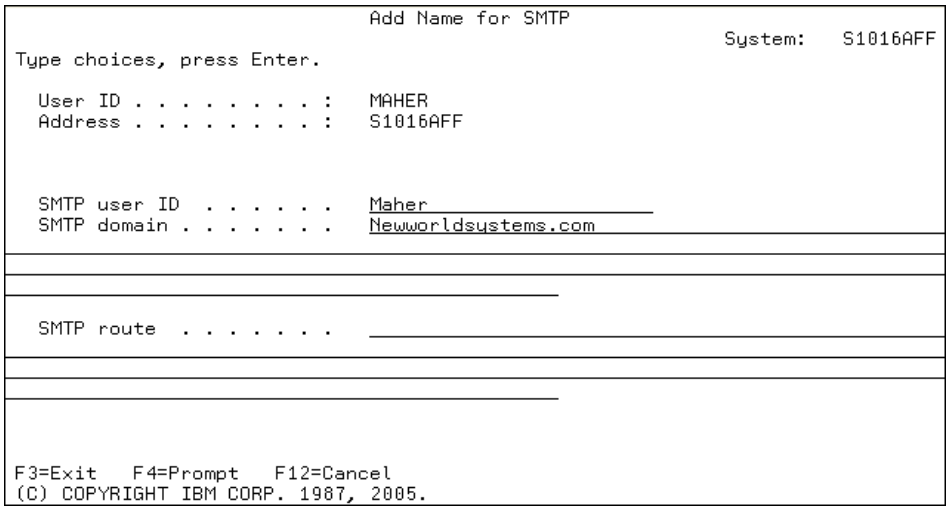
Type options, press Enter.
  1=Add       2=Change    4=Remove    5=Display details    6=Print details
  7=Rename    8=Assign different ID to description    9=Add another description

Opt  User ID   Address   Description
 _   _______   _______   
 _   *ANY      S1004A8C  S1004A8C
 _   *ANY      S1022760  S1022760
 _   *ANY      S1032268  S1032268
 _   ALDONCMS  S1016AFF  aldoncms user profile
 _   ALDONCMS  S1094B3B  Aldon
 _   MAHER     S1016AFF  Mark Maher
 _   QDFTOWN   QDFTOWN   Default Owner
 _   QDOC      QDOC      Internal Document Owner
 _   QFAXMSF   FAX       QFAXMSF Entry
 _   QLPAUTO   QLPAUTO   Licensed Program Automatic User
 _   QLPINSTL  QLPINSTL  Licensed Program Install
 _   QSECOFR   QSECOFR   Security Officer
                                                                      More...
F3=Exit      F5=Refresh    F9=Work with nicknames    F11=Sort by description
F12=Cancel   F13=Work with departments    F17=Position to    F24=More keys
```

e. You will get a list of your users. Type a “2” in the ***Opt*** field associated with the user you want to work with and press **<Enter>**. You will see a screen like the following:



9. Press **<F19>**. You will see a screen like the following:



Your screen will be blank except for the User ID/Address at the top, which cannot be changed. Complete the other fields as follows:

Field	Value
SMTP user ID	Type the first part of the user's email address, up to the "@" symbol. In our example above, "THOMPSON" is the SMTP user ID.
SMTP domain	Type the second part of the email address, which is all of the characters that come after the "@" symbol. In our example above, NEWWORLDSYS.COM is the SMTP domain.
SMTP Route	Leave this field blank. We defined the SMTP route in Step 5 of the AS/400 setup.

With this setup, the return email address for all *My Tasks* email generated by the user Maher is Maher@newworldsystems.com.

NOTE

You will need to perform this step for each user that will be using My Tasks.

Step-by-Step: **My Tasks Setup**

Through the *Work with User Security* options of *Financial Management* and *Human Resources*, each employee must be assigned the tasks that will generate notices. The *My Tasks* option will display all tasks, regardless of whether they originated from *Financial Management* or *Human Resources*.

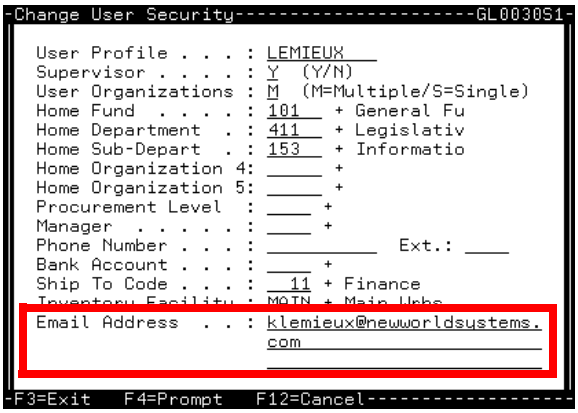
Follow these steps to assign a task to a user:

1. From the *General Ledger Main Menu* of *Financial Management* or the main menu of *Human Resources*, select *System Administrator Menu*.
2. Select *Work with User Security.* You will see a screen like the following:

```
New World Systems                                                HR0400S1
                          Work with User Security

Type options, press Enter.                                Reset: __________
 2=Change   3=Copy   4=Delete   14=Departmental Authorizations   18=User Tasks
                                                                  More: +
Opt User          Emp #  Name
__  CHAPMAN
__  CHEN
__  DISTEFANO
__  GANZ            186  Regina Cahill
__  HARRISON
__  HUNTER
__  KRAMER
__  LETT
__  LEY
__  LIU             479  Raymond A Jorz
__  LOGOS60          10  Gregory J Andersky
__  MILTON
__  NIKKILA
__  PAPA
                                                                  More...
F3=Exit   F5=Refresh   F6=Add   F12=Cancel   F17=Print
```

3. Before e-mail notification may occur, a user must have an e-mail address recorded in *Change User Security.* Type a "2" in the ***Opt*** field associated with the user and press **<Enter>**. You will see a screen like the following:

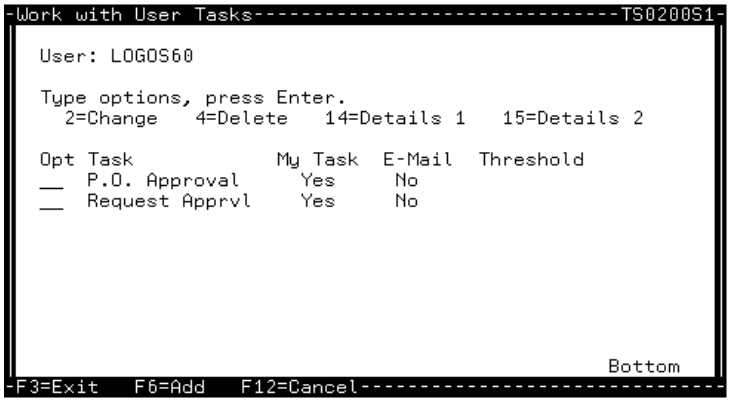


4. Type the e-mail address in the fields provided, and press **<Enter>** to save it.

NOTE

Tasks may be assigned without the use of e-mail notification. An e-mail address must be entered only if the user is to receive e-mail notifications.

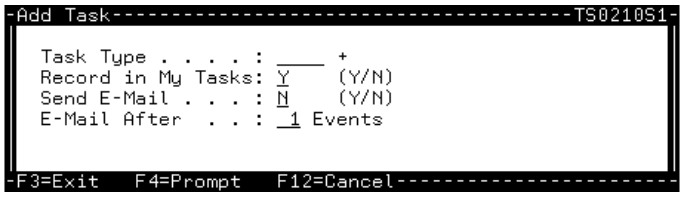
5. From the *Work with User Security* screen, type an "18" in the ***Opt*** field associated with the user and press **<Enter>**. The *Work with User Tasks* screen will be displayed:



NOTE

If an e-mail address has not been recorded for the user in Financial Management (steps 3 and 4 above), the following message will be displayed: "Warning: User e-mail address is mandatory if using e-mail alerts for My Tasks." If an e-mail address has not been recorded in Human Resources, the message will say, "Warning: Employee e-mail address is mandatory if using e-mail alerts for My Tasks."

6. To add a user task, press **<F6>**. The *Add Task* screen will be displayed:



7. If you want each occurrence of the process or event requiring this task to be listed on the user's *My Tasks* screen, set the ***Record in My Tasks*** field to Yes (this is selected by default).
8. To have the user notified by e-mail when this task occurs, set the ***Send E-Mail*** field to Yes (this box is deselected by default).
9. If you set the ***Send E-Mail*** field to Yes, you also must make an entry in the ***E-Mail After*** field. ***E-Mail After*** refers to the number of times a process or event may occur before the user is to be notified by e-mail. The default entry for ***E-Mail After*** is **1**.
10. To save the information entered and add this task to the user's list, press **<Enter>**.

NOTE

Most tasks will require additional setup. If this setup has not occurred, the following message will be displayed below the window of the Add Task screen: "WARNING: Details (Departments) have not been setup for this task type." If this message is displayed, you will need to complete the entries for the task, and press **<Enter>** *to save them. See the next two sections for more information on additional setup for Human Resources.*

Additional Task Assignment Setup for *Financial Management*

This section will describe the additional setup required for certain task types in *Financial Management*.

Invoice Approvals

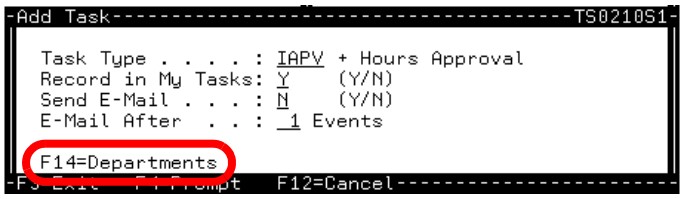
Users set up with this task type will be notified of invoices that are awaiting payment approval. Notification will occur only when an invoice amount is less than the maximum invoice approval amount set up for the user in *Financial Management User Security.*

If an invoice requires multiple approvals from a group of users, one approval will clear the notification from the approving user's *My Tasks* screen only. If the invoice is approved in full, notifications will be cleared from the screens of all users. If an invoice is unapproved, all notifications will be restored, but new e-mails will not be sent.

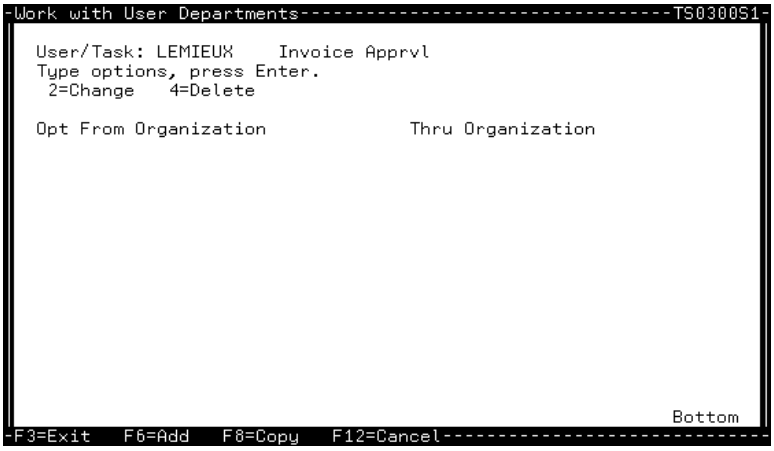
If a municipality uses tiered approvals, notification will occur only if an approval is pending for the user's tier. The notification will be cleared when the user approves the invoice.

Step-by-Step: Setting up Departments

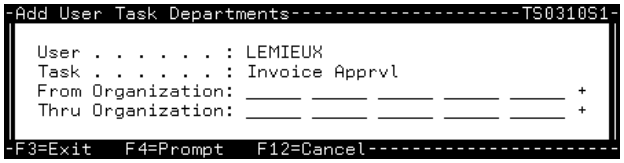
1. After you have selected the **Invoice Approval** task type (step 7 in the "My Tasks Setup" section), the *Add Task* screen will display a **Departments** function:



2. Press **<F14>**. The *Work with User Departments* screen will be displayed:



3. From here, you may add, change, copy and delete organizations as necessary. To add an organization, press **<F6>**. The *Add User Task Departments* screen will be displayed:



4. Use the ***From Organization*** and ***Thru Organization*** fields to select the range of departments from which the user will receive notification to approve invoices. To select one department, enter the same department code in both fields. To select all departments, enter **`*ALL`** in the ***From Organization*** field. You may prompt each field to select a department from the *Organization Function Prompt*, a complete list of available departments.
5. After making your selections, press **<Enter>** to save them. The ***From Organization*** and ***Thru Organization*** fields will be cleared, but the screen will remain so that you may continue to add departments, if necessary.
6. After all departments have been added, press **<F3>** to return to the *Work with User Departments* screen, where your selected departments will be listed.
7. Press **<F3>** to return to the *Add Task* screen.
8. After completing your entries on this screen, press **<Enter>** to save them. The entries will be cleared, but the screen will remain so that you may continue to add tasks, if necessary.

9. Press **<F3>** to return to *Work with User Tasks*, where the **Invoice Approval** task will be listed.
10. When you need to update department information, use the **14=Details 1** option. (The **15 = Details 2** option is inactive; it refers to additional setup details not required for this task.)

Journal Pending

Users may be notified each time journals assigned to them are created. When the journal is posted, the notification will be cleared. This task notification does not require additional setup.

For basic setup information, refer to the "My Tasks Setup" section.

P.O. Approvals

Users assigned this task type will be notified of purchase orders that are awaiting approval. When a purchase order is approved, the associated notification will be cleared.

Notification will occur only when a purchase order is less than the maximum purchase order approval amount set up for the user in *Financial Management User Security.*

If a purchase order requires multiple approvals from a group of users, one approval will clear the notification from the approving user's *My Tasks* screen only. If the purchase order is approved in full, notifications will be cleared from the screens of all users. If a purchase order is unapproved, all notifications will be restored, but new e-mails will not be sent.

If a municipality uses tiered approvals, notification will occur only if an approval is pending for the user's tier. The notification will be cleared when the user approves the purchase order.

The additional setup for this task type is the same as that described in steps 1-10 for **Invoice Approvals**.

P.O. Print

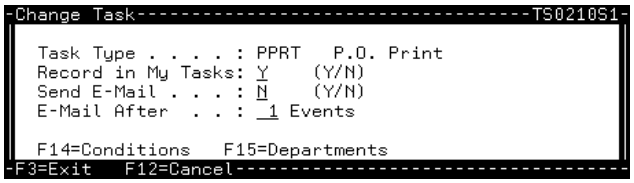
When purchase orders are printed, those who ordered the items will be notified. Since follow-up is not required, these tasks are notifications only. Users must clear the tasks manually.

Notices may be sent to employees responsible for the organization ordering items on purchase orders or requests, to employees who approved the purchase orders or requests or to employees who originally requested the items.

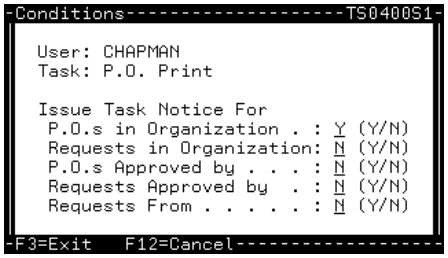
If desired, the e-mail format of a purchase order will be included as an attachment to the e-mail notification.

Step-by-Step: Setting up Conditions and Departments

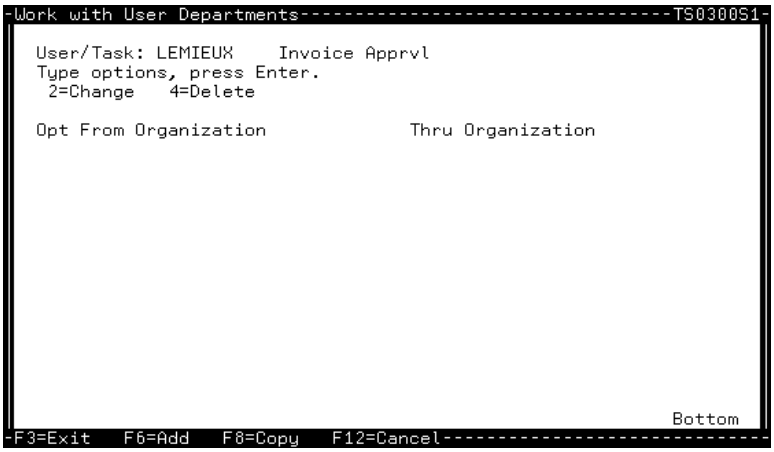
1. After you have selected the **P.O. Print** task type (step 8 in the "My Tasks Setup" section), the *Add Task* screen will display a **Conditions** function and a **Departments** function:



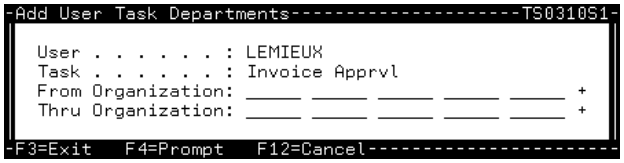
2. Select the **Conditions** function. You will see a screen like the following:



3. Set the fields that apply to Yes. At least one field must be selected for notifications to be sent.
4. After making your selections, press **<Enter>** to save them.
5. If you have selected either of the first two fields, ***P.O.s in Organization*** or ***Requests in Organization***, a warning message will be displayed, letting you know you will need to set up applicable departments, also. If this message is displayed, press **<Enter>** again. The *Add Task* screen will be redisplayed.
6. Select the **Departments** function. The *Work with User Departments* screen will be displayed:



7. From here, you may add, change, copy and delete organizations as necessary. To add an organization, press **<F6>**. The *Add User Task Departments* screen will be displayed:



8. Use the ***From Organization*** and ***Thru Organization*** fields to select the range of departments from which the user will receive notification to print purchase orders. To select one department, enter the same department code in both fields. To select all departments, enter **`*ALL`** in the ***From Organization*** field. You may prompt each field to select a department from the *Organization Function Prompt*, a complete list of available departments.
9. After making your selections, press **<Enter>** to save them. The ***From Organization*** and ***Thru Organization*** fields will be cleared, but the screen will remain so that you may continue to add departments, if necessary.
10. After all departments have been added, press **<F3>** to return to the *Work with User Departments* screen, where your selected departments will be listed.
11. Press **<F3>** to return to the *Add Task* screen.
12. After completing your entries on this screen, press **<Enter>** to save them. The entries will be cleared, but the screen will remain so that you may continue to add tasks, if necessary.
13. Press **<F3>** to return to *Work with User Tasks*, where the **P.O. Print** task will be listed.
14. When you need to update **Condition** information, use option **14 = Details 1**. When you need to update **Department** information, use option **15 = Details 2**.

Changed P.O.

When purchase orders are changed, those who ordered the items will be notified. Also, when purchase orders are posted in the open purchase order environment, the appropriate users, based on the same setup for **P.O. Print** tasks, will be notified. Users who are set up on an item level are notified only if an item has changed. Since follow-up is not required, these tasks are notifications only. Users must clear the tasks manually.

Notices may be sent to employees responsible for the organization ordering items on purchase orders or requests, to employees who approved the items or to employees who originally requested the items.

If desired, the e-mail format of a purchase order will be included as an attachment to the e-mail notification.

The additional setup for this task type is the same as that described in steps 1-12 for **P.O. Print**.

P.O. Change Print

The additional setup required for the notification of purchase order print changes is the same as that described in **P.O. Print** and **Changed P.O.**

P.O. Reprint

The additional setup required for the notification of purchase order reprints is the same as that described in **P.O. Print**.

Request Approvals

Users set up with this task type will be notified of departmental requests awaiting approval. A user will receive notification only if a request is less than the maximum request approval amount set up for the user in *Financial Management User Security.*

If a request requires multiple approvals from a group of users, one approval will clear the notification from the approving user's *My Tasks* screen only. If the request is approved in full, notifications will be cleared from the screens of all users. If a request is unapproved, all notifications will be restored, but new e-mails will not be sent.

If a municipality uses tiered approvals, notification will occur only if an approval is pending for the user's tier. The notification will be cleared when the user approves the request.

Setting up Departments

When a user is assigned the **Request Approvals** task, a list of departments must be specified. This setup is separate from the setup for account authorization, since a user may be authorized to some departments but not responsible for them.

The departmental setup for **Request Approvals** is the same as that shown for **Invoice Approvals** earlier in this section.

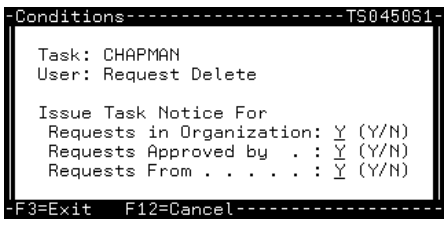
Request Deleted

When requests are deleted at any stage of the procurement process, those who ordered the items will be notified. Since follow-up is not required, these tasks are notifications only. Users must clear the tasks manually.

Notices may be sent to employees responsible for the organization ordering requests, to employees who approved the requests or to employees who originally requested the items.

If desired, the e-mail format of a request will be included as an attachment to the e-mail notification.

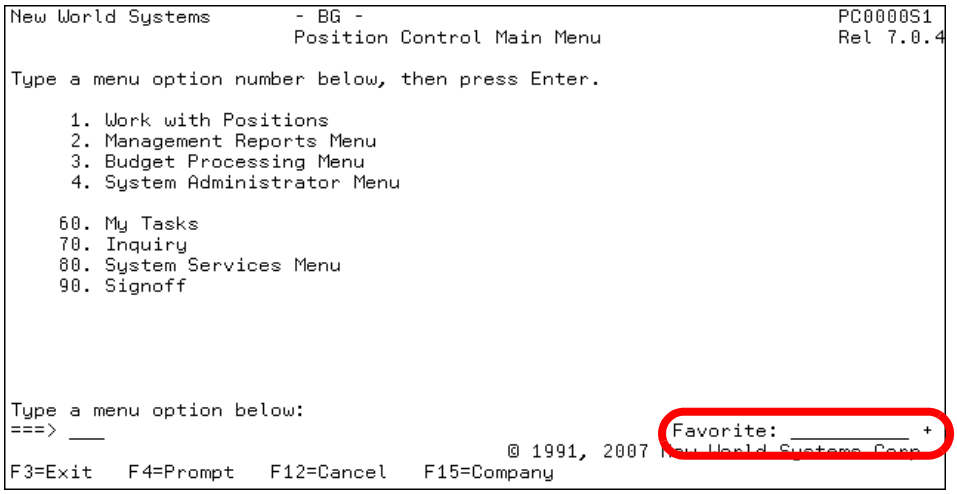
This process shares the same setup requirements with the **P.O. Print** task, with the exception of the **Conditions** screen. Though nearly identical to the screen shown in step 2 of the **P.O. Print** task setup, it does not have the two fields related to P.O.s:



To complete the setup for this task, refer to the setup for **P.O. Print**.

Favorite

This feature lets you go straight to the screens you most often use. A ***Favorite*** field is available in the upper right corner of many *Work with* screens and the lower right corner of every menu except the *State Requirements Menu*:



Before you are able to take advantage of this feature, the following setup is required:

Step-by-Step: Security Setup

All users who are to be able to use this feature must be set up in Vendor Commodity security. The feature is maintained here since both *Financial Management* and *Human Resources* share this feature, and Vendor Commodity is a shared application. To set this up,

1. Go to the *General Ledger Main Menu*.
2. Select the *Vendor/Commodity Menu*.
3. Press **<F20>**.
4. Select *Work with Security Authorizations*.
5. Select the group that this user is assigned to and select the *Work with Program Authorization* option. Use the ***Reset*** field to go to AU7100. Authorizations will need to be set up for the following programs:

AU7100	Favorite Option
AU7110	Add/Change/Delete Favorite Option
AU7115	Quick Add/Delete Favorite Option
AU7120S	Favorite Option Listing
AU7150	Available Options Prompt

AU7160	Display Option
AU7170S	Available Options Listing
AU7200	Work with Available Options
AU7210	Add/Change/Delete Available Options
AU7220	Favorites Setup
AU7230	Favorite Options Menu

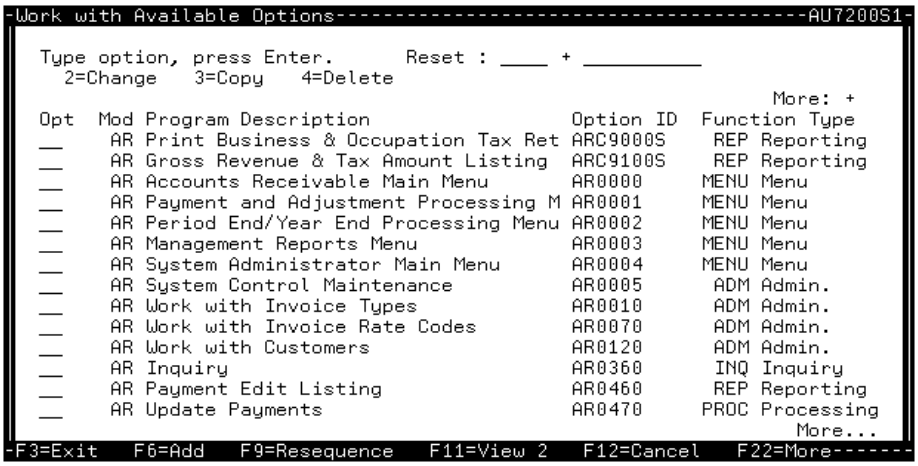
NOTE

We strongly recommended that you not use programs AU7200 (Work with Available Options), AU7210 (Add/Change/Delete Available Options and AU7220 (Favorites Setup) without appropriate training or assistance from New World Systems. Changing available options may render the programs inoperable.

6. Type a "2" in the ***Opt*** field associated with the first program on the above list and press **<Enter>**.
7. Select all of the authorities available on the screen. This will give full authority to the group, and authority can then be restricted for individual users.
8. Repeat Steps 6 and 7 for each program on the list above for each group in which you have users.
9. Return to *Work with Security Authorizations* and select *Work with Program Authorizations* for each user who needs more restricted access than that granted to the group. Change the authorizations as needed. This will prevent users from using the Favorites option to reach menus that they are not able to reach using the regular menu navigation.
10. Once any necessary restrictions are made to user access, the setup for the Favorites option is complete.

Work with Available Options

The *Work with Available Options* feature maintains the program options that can be selected from the ***Favorite*** field. This option is also available from the *Security* menu. When you select this option, you will see a screen like the following:



The programs listed on the screen above will be available to be selected with the Favorites option.

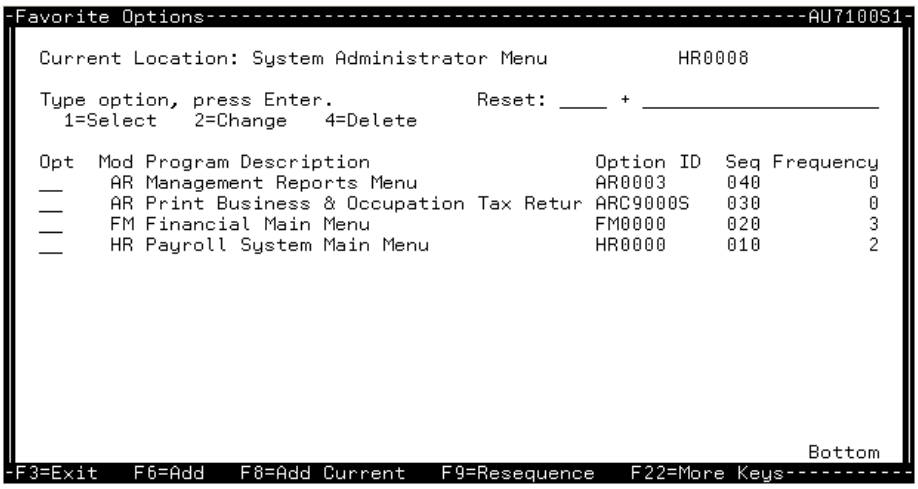
NOTE

These programs already will be set up when the software is installed. If you have custom programs that require changes to these programs, we strongly suggest that you contact New World Systems for assistance. ***Changing available options may render the programs inoperable****.*

Step-by-Step: User Setup

Once users are set up in Security, either they or their administrator will need to set up their list of favorite options.

1. Go to any screen that has the ***Favorite*** field. Prompt the field. You will see a screen like the following:



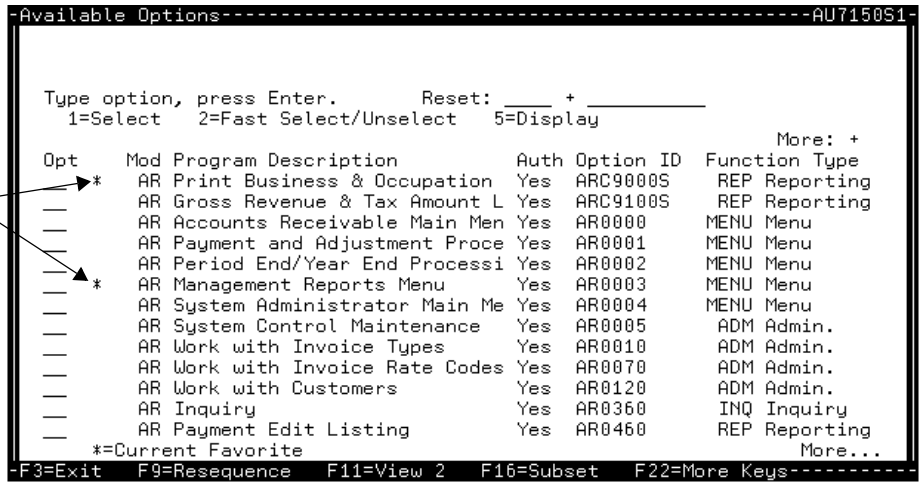
2. Favorites need to be added to this screen. Press **<F6>**. You will see a screen like the following:



Description of Data Fields within the Add New Favorite Option screen	
Option ID	**This field is mandatory.** Type the program name or use the prompt feature to select the program name. If you select the prompt option, it will bring up the *Available Options* screen. Select the program you want to add and press **<Enter>**.
Description	**This field is mandatory.** If you used the prompt to populate the previous field, this field will also be populated; the value can be changed if you wish. If not, type a description for the favorite, or press **<Enter>** once and the system will supply it. This value is what you will see when you prompt to select a favorite menu. This field may contain 50 characters.
Sequence	This number indicates the order in which this item will appear in the list. The next sequence number to be used (items are numbered in multiples of ten) will be displayed here. This value cannot be changed; use the **Resequence** option on the *Favorite Options* screen if you need to change the order of the programs.

3. Complete the fields and press **<Enter>**. The *Add New Favorite Option* screen will clear to enable you to add another entry. If you use the prompt a second time on the ***Option ID*** field, you may see the program(s) you previously added marked with an asterisk (*) as on the screen below:

An asterisk (*) will be displayed to the left of any programs that already have been added to the list of favorites.



The asterisk indicates that the program has already been added to the list of favorites. You can also select the **Fast Select/Unselect** option for any program on this screen; it will add the program to your favorites list, and the system will remain on this screen so that additional programs can be selected in this way.

4. When you are finished adding entries, press **<F3>** or **<F12>** to leave this screen.

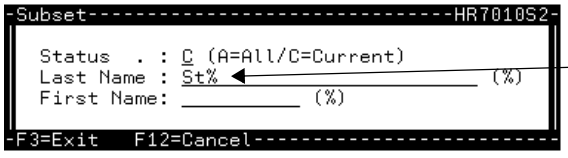
This feature also includes a quick way to add the current menu to your list of favorites. If you decide to add a menu option while you are on that menu, type a "1" in the ***Opt*** field associated with the prompt from the ***Favorite*** field. Then press **<F8>**. You will see a screen like the following:



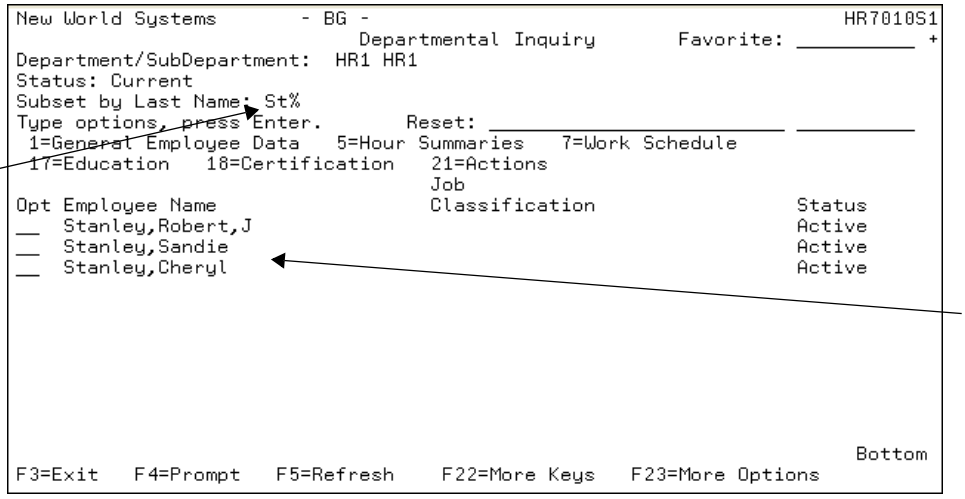
The details for the menu option are already provided. Press **<Enter>** to add it to your list.

Wildcard Searches

The **Subset** functions of selected prompts and *Work with* screens provide a search feature that uses the percent symbol (`%`) as a wildcard character. Any Subset field that shows the percent (`%`) symbol to its right may be used in a wildcard search. Following are examples of how this feature works using the Subset function of the *Departmental Inquiry* screen:



If you want the screen to show all employee last names that begin with the letters, *St*, type **St%** in the ***Last Name*** field and press **<Enter>**:



Current subset by Last Name, **St%**, shown near top left corner of

Departmental Inquiry showing all employee last names that begin with *St*.

The current subset (**St%**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all last names that begin with *St*.

If you want to show all employee last names that end in *son*, type **%son** in the ***Last Name*** field of the Subset screen, and press **<Enter>**.

The current subset (**%son**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee last names that end in *son*.

If you want to show all employees with first names that contain the consecutive letters, *ber*, type **%ber%** in the ***First Name*** field of the Subset screen, and press **<Enter>**:

The current subset (**%ber%**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee first names that contain the consecutive letters, *ber*.

You also may use the wildcard **%** symbol to show all names that begin with one letter, such as *S*, and end in another, such as *y*. To do so, type **S%y** in the ***Last Name*** field of the Subset screen, and press **<Enter>**:

The current subset (**S%y**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee last names that begin with *S* and end in *y*.

In addition to *Departmental Inquiry*, the following screens offer the new Wildcard feature:

Screen	Screen Number	Wildcard Field(s)
Vendor Inquiry	AP0700	***Vendor Name***
Work with Customer	AR0120	***Customer Last Name, Customer First Name***

Screen	Screen Number	Wildcard Field(s)
Customer Prompt	AR0270	***Customer Last Name, Customer First Name***
Accounts Receivable Inquiry	AR0365	***Customer Last Name, Customer First Name***
Accounts Receivable Payment Prompt	AR0455	***Customer Last Name, Customer First Name***
Work with G/L Accounts	GL0510	***Account Description***
G/L Account Prompt	GL0660	***Description***
Work with Vendors	GL0860	***Vendor Name***
Vendor Prompt	GL0980	***Vendor Name, Vendor Contact Name***
Financial Inquiry	GL1300	***Subset by Description***
Work with Employees	HR1070	***Last Name, First Name***
Employee Prompt	HR1095	***Employee Name***
Work with Employee Hours	HR2020	***Last Name, First Name***
Employee Inquiry	HR7150	***Last Name, First Name***
Departmental Check Inquiry	HR7440	***Employee Last Name, Employee First Name***
Departmental Hours Category Inquiry	HR7450	***Last Name, First Name***
Revenue Accounting Inquiry	RA0610	***Received From***

Full Exit

If you have entered through a series of Inquiry screens and need to return to the originating screen, the **Full Exit** function lets you do so in one step.

The following is a brief example of how this function may be used:

1. From the *Financial Management Inquiry Menu*, select *Capital Asset Inquiry*:

```
New World Systems                                                    FA1300S1
                          Capital Asset Inquiry       Favorite: _________ +
User ID: LEMIEUX
                                        Reset Description: ____________________
Type options, press Enter.
 5=Display   8=Detail   14=Funding Source   16=G/L Distribution
 18=Asset Transaction   20=Manager/Location History
                                                                More:   + - >
 Opt Asset #               Description
 __  20401166              Air Conditioning Charging Station
 __  008153                All-in-One, Fax/Copier/Printer
 __  20402403              Aluminum Storage Tank (w/22,000 Gallon Capacity)
 __  20402404              Aluminum Storage Tank (w/22,000 Gallon Capacity)
 __  008370                Analytical Balance
 __  008378                Analytical Balance
 __  008336                Analyzer, Communication
 __  20402189              Angled Dual Slide Pole Station
 __  20400376              Animal Shelter, 25100 Lakeland Blvd, Joisted
 __  2050157               Asbestos Abatement Removal located in
 __  20401616              Attachment, Aerator W/Spike Tines and 3-Point
 __  20401834              Attachment, Blower
                                                                      More...
F3=Exit   F4=Prompt   F9=Resequence   F12=Cancel   F22=More Functions
```

2. Type an "18" in the ***Opt*** field associated with an asset and press **<Enter>**. The *Asset Transaction Inquiry* screen will be displayed:

```
-Asset Transaction Inquiry-----------------------------------------FA1340S1-

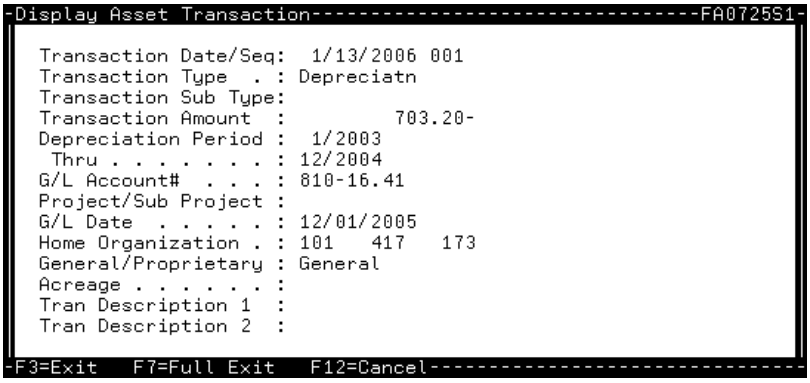
  Asset#: 20401166                          Cost + Adj:       5,274.23
  Air Conditioning Charging Station         Acc Depr  :         703.20
                                            Book Value:       4,571.03

  Type option, press Enter.          Reset Tran Date/Seq: ________ + ___
   5=Display

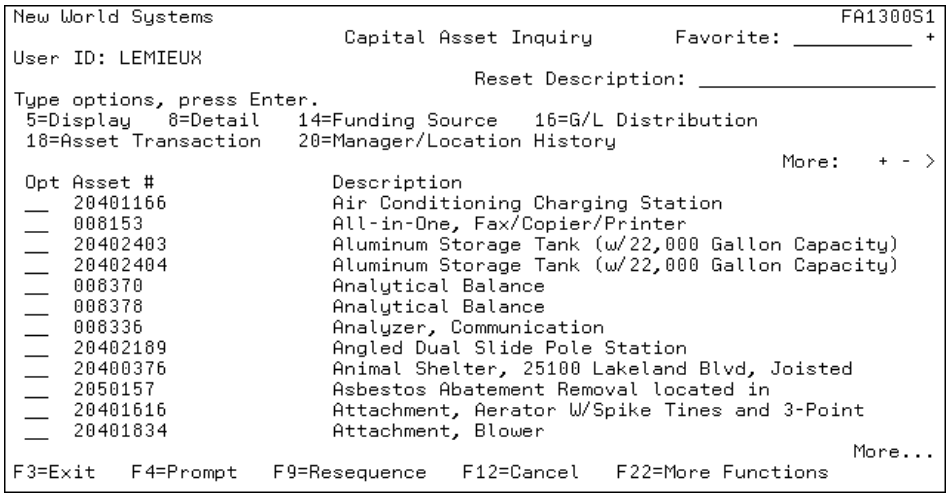
      ----Transaction----  ----------------General Ledger----------------
  Opt       Date Seq Type  Account Number                      Proj  SubP
   _    1/13/2006   1    D  810-16.41
   _    1/01/2003   1    P  810-16.40

                                                                   Bottom
-F3=Exit   F4=Prompt   F7=Full Exit   F12=Cancel----------------------------
```

3. Type a "5" in the ***Opt*** field associated with a transaction and press **<Enter>**. The *Display Asset Transaction* screen will be displayed:



4. Press **<F7>**. The original *Capital Asset Inquiry* screen will be redisplayed:

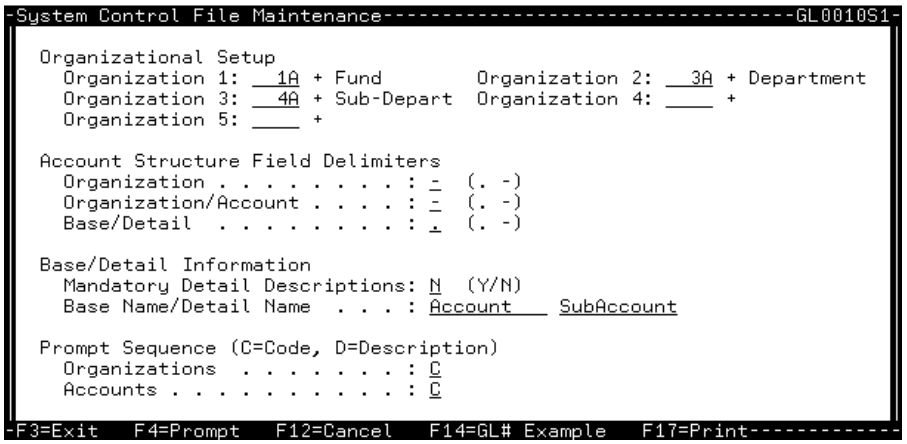


Chapter 2
Financial Management

System Control File Maintenance

The *System Control Maintenance* option defines the way your *Financial Management System* will work for your organization or company. From the *System Administrator Menu*, select *System Control File Maintenance* to go to the first *System Control File Maintenance* screen.

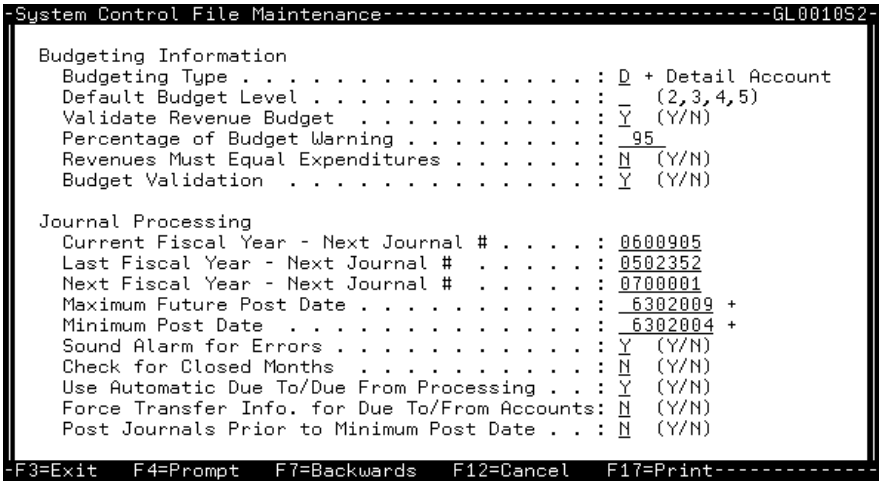
See the following table for a description of the fields on this screen.



Description of Data Fields within the System Control File Maintenance screen GL0010S1	
Field	**Value**
Organization 1	Use the prompt to select the value that will define the most general level of your organization. In many cases, this level is called the Fund, but can be defined using any name.
Organization 2	Use the prompt to select the value that will define the second level of your organization. In many cases, this level is called the Department, but can be defined using any name.
Organization 3	Use the prompt to select the value that will define the third level of your organization. In many cases, this level is called the Sub-Department, but can be defined using any name.
Organization 4	Use the prompt to select the value that will define the fourth level of your organization. This level can be defined using any name.

Description of Data Fields within the System Control File Maintenance screen GL0010S1	
Field	**Value**
Organization 5	Use the prompt to select the value that will define the most specific level of your organization. This level can be defined using any name.
Organization	Enter the delimiter that should be used between the organization levels on a GL account. Options include a period, a hyphen, or a space.
Organization/ Account	Enter the delimiter that should be used between the organization and the account number on a GL account. Options include a period, a hyphen, or a space.
Base/Detail	Enter the delimiter that should be used between the base and the detail on a GL account. Options include a period, a hyphen, or a space.
Mandatory Detail Descriptions	Select this field to Yes if descriptions at the detail level should be mandatory.
Base Name/Detail Name	Type the names that should be used to describe the base account and the detail account.
Organizations	Enter a "C" to prompt organizations in code order, or a "D" to prompt them in description order.
Accounts	Enter a "C" to prompt accounts in code order, or a "D" to prompt them in description order.

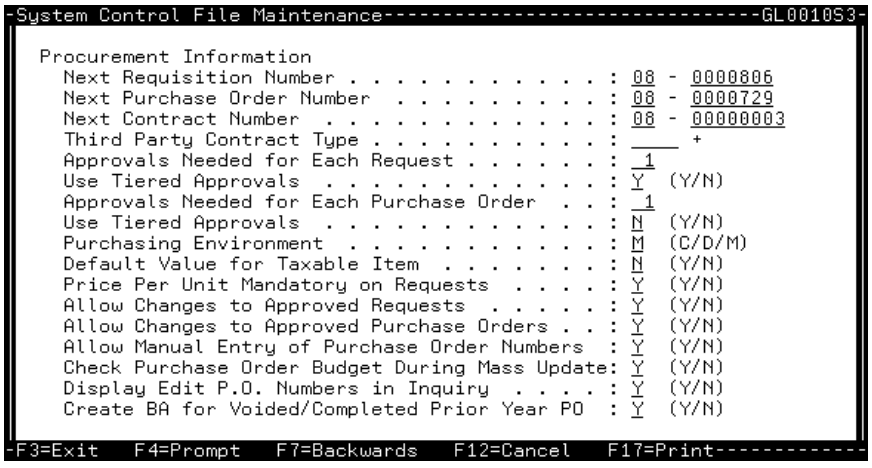
Make your entries and press **<Enter>** to advance to the screen GL0010S2.



Description of Data Fields within the System Control File Maintenance screen GL0010S2	
Field	**Value**
Budgeting Type	Use the prompt to select the level in the G/L account where the system will set the budget control. Options are as follows: • No Budgeting – the account is not budgeted. • Organization • Account Classification • Base Account Level • Detail Account Level
Default Budget Level	This field is mandatory if the Budgeting Type field value is either **Organization** or **Account Classification**; this field should be used only with one of these two budgeting types. Enter the number of the organization level or the level of the G/L account at which you want budget control to occur.
Validate Revenue Budget	If this field is set to Yes, the system will issue a warning when revenue transactions exceed the percentage of budget amount specified in the following field.
Percentage of Budget Warning	The value in this field determines at what point the system will issue a warning about the percentage of the budget in use. For example, if the value was 80, the system would issue a warning when a transaction will result in over 80 percent of the budget being in use.
Revenues Must Equal Expenditures	If this field is set to Yes, the system will require that budgeted expenses and budgeted revenues remain equal at all times, or the budget cannot be posted.
Budget Validation	Set this field to Yes if you want the system to validate the budget and budget adjustments.
Current Fiscal Year – Next Journal #	This field is used in standard journal numbering. When a new journal is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Last Fiscal Year – Next Journal #	This option can be used only during manual journal entry and soft close. If chosen, when a new journal is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Next Fiscal Year – Next Journal #	This option can be used only during manual journal entry and soft close. If chosen, when a new journal is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Maximum Future Post Date	Enter the last date that transactions may be entered or posted to G/L accounts in the current financial period. This prevents users from posting too far into the future.

Description of Data Fields within the System Control File Maintenance screen GL0010S2	
Field	**Value**
Minimum Post Date	Enter the first date that transactions may be entered or posted to G/L accounts in the current financial period.
Sound Alarms for Errors	If this field is set to Yes, the system will make a sound any time it detects an error. If it is not selected, errors will be indicated by messages.
Check for Closed Months	If this field is set to Yes, the system will display a warning message if the user attempts to post to a closed month or post with previous months open. This warning does not affect processing.
Use Automatic Due To/Due From Processing	If this field is set to Yes, there will be an option in *Work with Journals* that will allow automatic Due To/Due From to be created.
Force Transfer Info. for Due To/From Accounts	If this field is set to Yes, when adding a journal entry, if the account number is a "due to" or "due from" type, then the Transfer Info field on the Add Journal Entry screen is mandatory.
Post Journals Prior to Minimum Post Date	If this field is set to Yes, journals can be posted prior to the minimum post date.

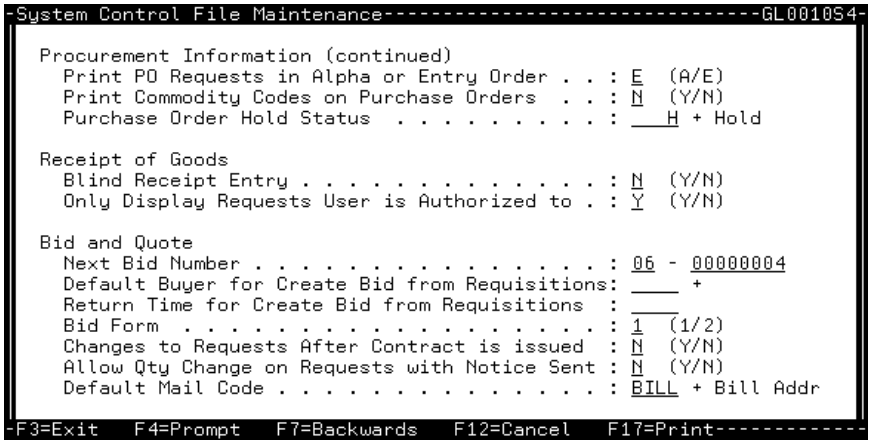
Make your entries and press **<Enter>** to advance to the screen GL0010S3.



Description of Data Fields within the System Control File Maintenance screen GL0010S3	
Field	**Value**
Next Requisition Number	When a new requisition is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Next Purchase Order Number	When a new purchase order is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Next Contract Number	When a new contract is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Third-Party Contract Type	Use the prompt to select a third-party contract type, if applicable.
Approvals Needed for Each Request	Enter the number of approvals that your organization requires for each request.
Use Tiered Approvals	Set this field to Yes if your organization uses tiered approvals for requests.
Approvals Needed for Each Purchase Order	Enter the number of approvals that your organization requires for each request.
Use Tiered Approvals	Set this field to Yes if your organization uses tiered approvals for purchase orders.
Purchasing Environment	Enter the type of purchasing environment that best reflects your organization's environment. Options are **C**entralized, **D**ecentralized, or **M**ixed.
Default Value for Taxable Item	Set this field to Yes if most of the items you create for procurement are taxable.
Price Per Unit Mandatory on Requests	Set this field to Yes and the Price Per Unit field becomes mandatory on requests.
Allow Changes to Approved Purchase Orders	Set this field to Yes if your organization allows purchase orders to be changed once they are approved.
Allow Changes to Approved Requests	Set this field to Yes if your organization allows requests to be changed once they are approved.

Description of Data Fields within the System Control File Maintenance screen GL0010S3	
Field	**Value**
Allow Manual Entry of Purchase Order Numbers	If this field is set to Yes, users will be able to manually add purchase order numbers.
Check Purchase Order Budget During Mass Update	Set this field to Yes to tell the system to validate the budget again when purchase orders are updated.
Display Edit P.O. Numbers in Inquiry	This field controls whether purchase order numbers of purchase orders in edit mode are displayed in inquiry.
Create BA for Voided/Completed Prior Year PO	If a purchase order is brought through the soft close with budget money (depends on the soft close method used) and this field is set to Yes, when the purchase order is voided or completed the money will be removed from the budget.

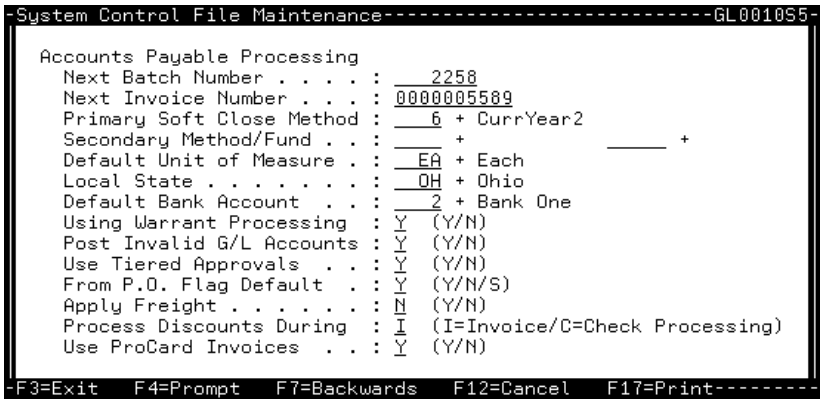
Make your entries and press **<Enter>** to advance to the screen GL0010S4.



Description of Data Fields within the System Control File Maintenance screen GL0010S4	
Field	**Value**
Print PO Requests in Alpha or Entry Order	Select "A" to print purchase order requests in alphabetical order or "E" to print them in entry order

Description of Data Fields within the System Control File Maintenance screen GL0010S4	
Field	**Value**
Print Commodity Codes on Purchase Orders	Set this field to Yes if commodity codes should be included on the purchase order.
Purchase Order Hold Status	Use this field to default a hold status for a purchase order.
Blind Receipt Entry	Set this field to Yes if your organization uses blind receipt entry (that is, the quantity ordered will not be displayed during receipt of goods so users will be forced to count all items).
Only Display Requests User Is Authorized to	If this field is set to Yes, users will be unable to view requests to which they are not authorized.
Next Bid Number	When a new bid is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Default Buyer for Create Bid from Requisitions	Use the prompt to select the default buyer that should appear on a bid record when a bid is created from a requisition.
Return Time for Create Bid from Requisitions	Bid responses are required to be returned to the purchasing department by a user-specified time of day. When bids are created automatically, this is the value that will be used. Enter the value as 24-hour military time (e.g., 2:00 p.m. would be entered as 14:00).
Bid Forms	Select the bid form preferred by your institution. Option 1 is a letter-sized form; option 2 is a legal-sized form.
Changes to Request After Contract Is Issued	If this field is set to Yes, changes can be made to the request even though the contract has been issued.
Allow Qty Change on Requests with Notice Sent	If a request for bid has already been created for any vendor, this field controls whether the associated bid items may have subsequent quantity changes.
Default Mail Code	Enter the vendor mail code to be used for the default when invitations to bid are issued to vendors.

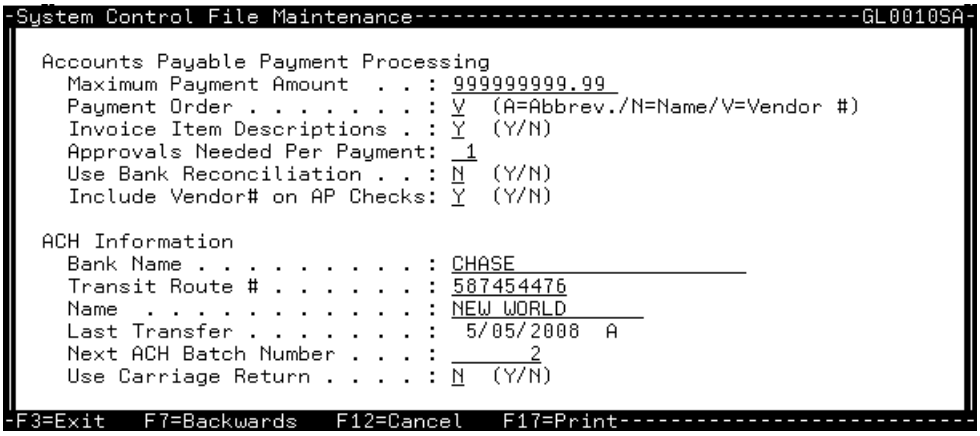
Make your entries and press **<Enter>** to advance to the screen GL0010S5.



Description of Data Fields within the System Control File Maintenance screen GL0010S5	
Field	**Value**
Next Batch Number	When a new invoice batch is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Next Invoice Number	When a new invoice is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Primary Soft Close Method	Use the prompt to select the soft close method your organization uses to close open purchase orders at the end of the fiscal year.
Secondary Method/Fund	Use the prompt to select a secondary soft close method, if necessary, and a fund that will use this method. All other funds will use the primary soft close method.
Default Unit of Measure	Use the prompt to select the default unit of measure for items entered. Options include Each, Case, Gross, etc.
Local State	Use the prompt to select the home state for the Financial Management system.
Default Bank Account	Use the prompt to select the code for the bank account that the system will use by default when creating vendor checks.
Using Warrant Processing	Set this field to Yes if your institution uses Warrant Processing. Otherwise, you will see screens for Check Processing.
Post Invalid G/L Accounts	Set this field to Yes if you want to allow invalid general ledger accounts to be posted. These accounts will need to be fixed before posting to the general ledger.
Use Tiered Approvals	Set this field to Yes if your organization uses tiered approvals.

Description of Data Fields within the System Control File Maintenance screen GL0010S5	
Field	**Value**
From P.O. Flag Default	This field streamlines the invoice entry process and indicates whether the invoice is paying purchase orders entered through the procurement module. If Yes is entered, users will go to the purchase order prompt, where they can select the purchase order being entered, a single item is assumed on the Invoice Item Entry.
Apply Freight	Set this field to Yes if freight should be applied to the item.
Process Discounts During	Select Invoice or Check Processing as the point at which discounts should be processed.
Use ProCard Invoices	If you have the ProCard interface, set this field to Yes.

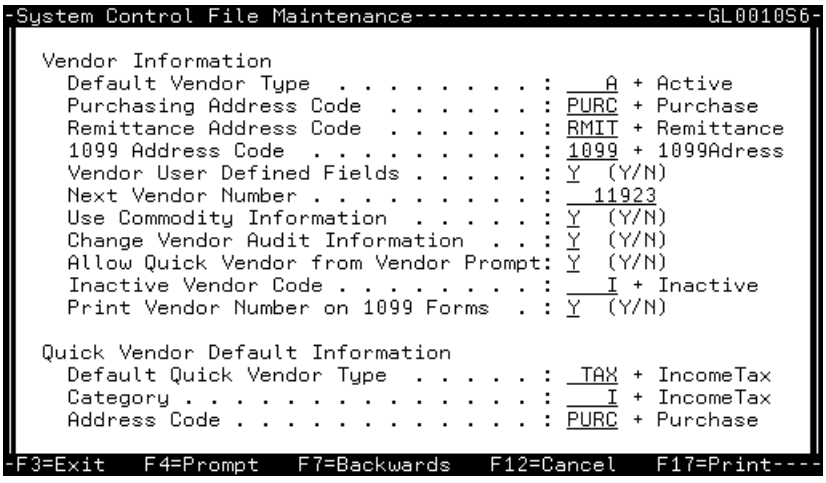
Make your entries and press **<Enter>** to advance to the screen GL0010SA.



Description of Data Fields within the System Control File Maintenance screen GL0010SA	
Field	**Value**
Maximum Payment Amount	Enter the maximum check amount that can be processed in Accounts Payable. This field is for information purposes only.
Payment Order	Select whether checks and ACH stubs should be ordered by **A**bbreviation, **N**ame, or **V**endor Number.
Invoice Item Descriptions	If this field is set to Yes, line item descriptions for all invoices being paid will print on the check stub. If it is not selected, invoice descriptions will print on the check stub.

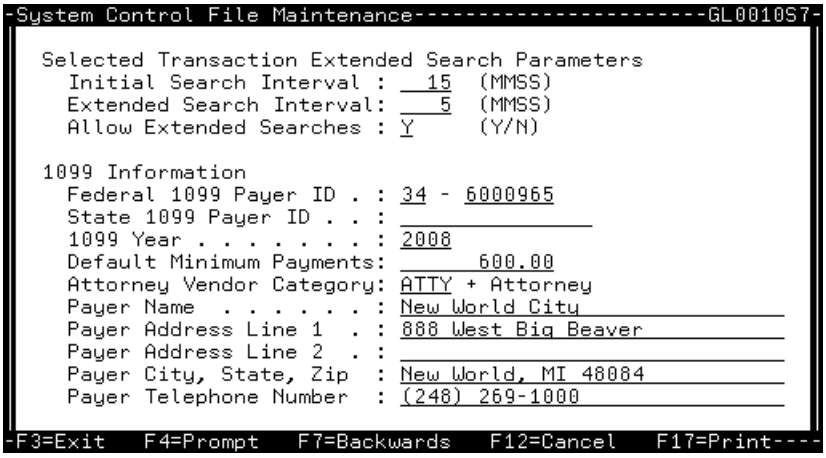
Description of Data Fields within the System Control File Maintenance screen GL0010SA	
Field	**Value**
Approvals Needed per Payment	Enter the number of approvals your institution requires for each payment.
Use Bank Reconciliation	Select this field is set to Yes reconciliation is being used.
Include Vendor# on AP Checks	Set this field to Yes to include the vendor number on AP checks and direct deposit stubs.
Bank Name	Enter the name of the bank being used for check and ACH payments.
Transit Route #	Enter the bank's transit route number. This is the bank's electronic address used for direct deposit.
Name	Enter the name of the account (e.g., checking, savings, etc.)
Last Transfer	This field displays the date of the last transfer. The letter following the date increments and indicates how many batches were transferred on that day. For example, "B" would indicate that two batches were transferred that day, and "J" would indicate that ten batches were transferred that day.
Next ACH Batch Number	This field displays the number that will be given to the next ACH batch. The number can be changed here but cannot be changed when batches are created.
Use Carriage Return	Set this field to Yes to use a carriage return in the ACH transfer.

Make your entries and press **<Enter>** to advance to the screen GL0010S6.



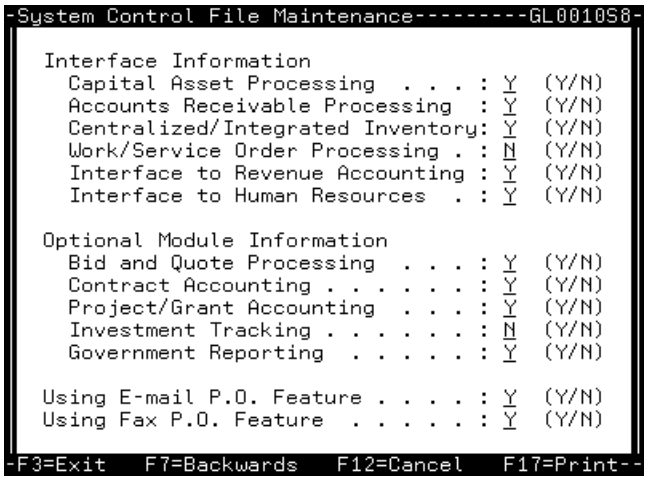
Description of Data Fields within the System Control File Maintenance screen GL0010S6	
Field	**Value**
Default Vendor Type	Use the prompt to select the default value that should appear on a new vendor record. Options include Active, Inactive, and Temporary.
Purchasing Address Code	Use the prompt to select the code that represents the address where purchase orders will be sent.
Remittance Address Code	Use the prompt to select the code that represents the address where accounts payable remittances will be sent.
1099 Address Code	Use the prompt to select the code that represents the address where 1099's will be sent.
Vendor User Defined Fields	If this field is set to Yes, user-defined fields will be included when information is processed in Work with Vendors.
Next Vendor Number	This field displays the number that will be assigned to the next vendor added to the system. The system will maintain this value, but users can change it if desired.
Use Commodity Information	If this field is set to Yes, much of the information on the fields will be geared toward the use of commodity codes.
Change Vendor Audit Information	If this field is set to Yes, users will have the ability to change vendor audit information. If it is not selected, they will only be able to view the information.
Allow Quick Vendor from Vendor Prompt	If this field is set to Yes, the user has the option to add a quick vendor from the Vendor Prompt screen.
Inactive Vendor Code	Use the prompt to select the vendor type used to indicate an inactive vendor.
Print Vendor Number on 1099 Forms	Set this field to Yes and vendor numbers will be included on 1099 forms, when applicable.
Default Quick Vendor Type	Use the prompt to select the default value that should appear on a new quick vendor record Options include Active, Inactive, and Temporary.
Category	Use the prompt to select the default category value that should appear on a new quick vendor record.
Address Code	Use the prompt to select the code that represents the address for a quick vendor entry.

Make your entries and press **<Enter>** to advance to the screen GL0010S7.



Description of Data Fields within the System Control File Maintenance screen GL0010S7	
Field	**Value**
Initial Search Interval	This field controls the search length in Work with Selected Transactions. If a search exceeds the time limit entered here, the user will receive a message that asks if the search should continue. The value uses MMSS format.
Extended Search Interval	Enter the amount of time that the system should spend on an extended search. The value uses MMSS format.
Allow Extended Searches	If this field is set to Yes, extended searches are permissible. Otherwise, the search will end once the initial search interval has passed.
Federal 1099 Payer ID	Enter your organization's Federal 1099 Payer ID number here. This number appears on all 1099 forms you issue.
State 1099 Payer ID	Enter your organization's State 1099 Payer ID number here, if different from the Federal 1099 Payer ID.
1099 Year	Enter the current tax year for which 1099's will be issued.
Default Minimum Payments	Enter the minimum amount that must be paid before a 1099 must be issued.
Attorney Vendor Category	Use the prompt to select the category that should be used for attorney vendors.
Payer Name and Address	Enter the name and address for your organization. It will appear in the Payer's Name and Address box on the 1099 form.

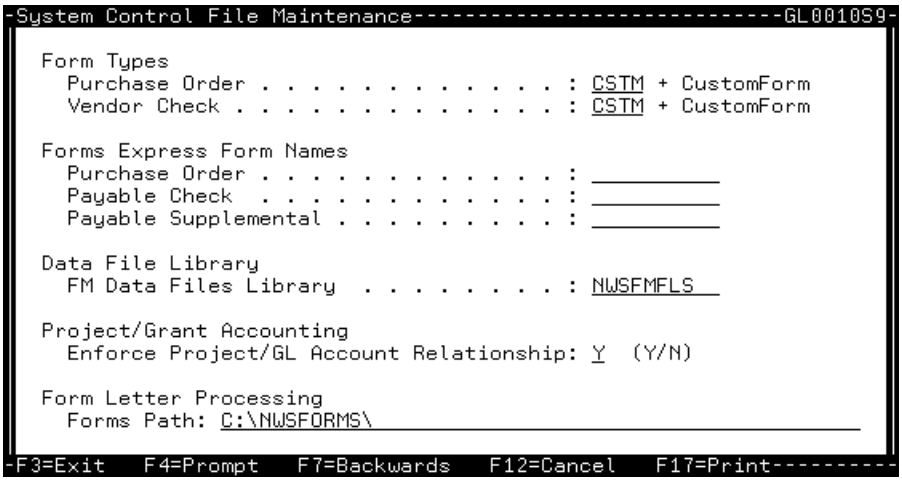
Make your entries and press **<Enter>** to advance to the screen GL0010S7. This screen shows a series of fields for interfaces to Financial Management. Set the field to Yes for each module or feature that your institution licenses.



Description of Data Fields within the System Control File Maintenance screen GL0010S8	
Field	**Value**
Capital Asset Processing	Set this field to Yes if Capital Asset Processing interfaces to Financial Management.
Accounts Receivable Processing	Set this field to Yes if Accounts Receivable Processing interfaces to Financial Management.
Centralized/ Integrated Inventory	Set this field to Yes if Centralized/ Integrated Inventory interfaces to Financial Management.
Work/Service Order Processing	Set this field to Yes if Work/ Service Order Processing interfaces to Financial Management.
Interface to Revenue Accounting	Set this field to Yes if Interface to Revenue Accounting interfaces to Financial Management.
Interface to Human Resources	Set this field to Yes if Interface to Human Resources interfaces to Financial Management.
Bid and Quote Processing	Set this field to Yes if Bid and Quote Processing interfaces to Financial Management.
Contract Accounting	Set this field to Yes if Contract Accounting interfaces to Financial Management.

Description of Data Fields within the System Control File Maintenance screen GL0010S8	
Field	**Value**
Project/ Grant Accounting	Set this field to Yes if Project/ Grant Accounting interfaces to Financial Management.
Investment Tracking	Set this field to Yes if Investment Tracking interfaces to Financial Management.
Government Reporting	Set this field to Yes if Government Reporting interfaces to Financial Management.
Using E-Mail P.O. Feature	Set this field to Yes if Using E-Mail P.O. Feature interfaces to Financial Management.
Using Fax P.O. Feature	Set this field to Yes if Using Fax P.O. Feature interfaces to Financial Management.

Make your entries and press **<Enter>** to advance to the screen GL0010S9.



Description of Data Fields within the System Control File Maintenance screen GL0010S9	
Field	**Value**
Purchase Order	Use the prompt to select the default form that should be used for the purchase order.
Vendor Check	Use the prompt to select the default form that should be used for the vendor check.
Purchase Order	Enter the Forms Express form name for the purchase order if used.
Payable Check	Enter the Forms Express form name for the check if used.

Description of Data Fields within the System Control File Maintenance screen GL0010S9	
Field	**Value**
Payable Supplement	Enter the Forms Express form name for the supplement if used.
FM Data Files Library	Enter the library where the most current Financial Management system data files are located. In most cases, this will be NWSFMFLS.
Enforce Project/GL Account Relationship	General ledger accounts and projects can be related to each other in *Work with General Ledger Accounts* and *Work with Projects*. If this field is set to Yes, only projects that have been set up for a given general ledger account may be used.
Forms Path	The path that the Word Interface will use to access templates when needed.

Work with Table Entries

See the *Application Utilities* manual for detailed information regarding tables.

Work with Classification Budget Percentages

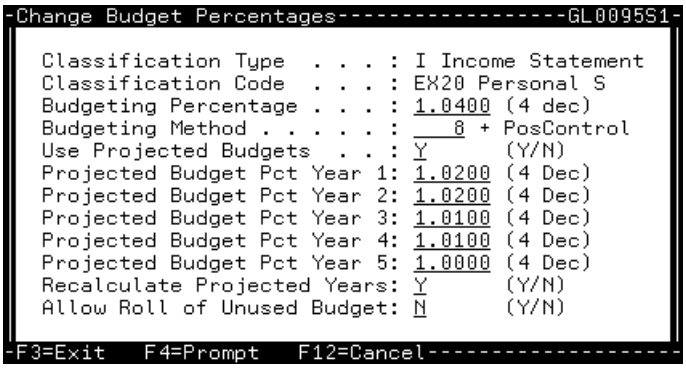
This screen enables administrators to set up their account classifications for budget initialization. Each account classification is assigned a budget method to determine how the accounts included in each classification will be calculated to determine the projected budget. When you select this option from the *System Administrator Menu*, you will see a screen like the following:

```
New World Systems                                              GL0090S1
            Work with Account Classification Budget Percentages

Type option, press Enter.                                 Reset: _ ____ +
 2=Change   4=Delete
                                                            More:   +
Opt  Type           Class    Abbreviation    Budget    Method    Abbreviation
__   Balance Sheet  MJ05     Assets          1.0000       3      LY Adopted
__   Balance Sheet  MJ09     Other Debi      1.0000       6      LY A/A X %
__   Balance Sheet  MJ10     Liabilitie      1.0000       6      LY A/A X %
__   Balance Sheet  MJ15     Fund Equit      1.0000       6      LY A/A X %
__   Balance Sheet  MJ99     Controllin      1.0000       6      LY A/A X %
__   Income Stmnt   EX10     Personal S      1.0400       8      PosControl
__   Income Stmnt   EX20     Personal S      1.0400       8      PosControl
__   Income Stmnt   EX30     Purchased       1.0025       5      LY Amd X %
__   Income Stmnt   EX40     Purchased       1.0025       5      LY Amd X %
__   Income Stmnt   EX50     Other Purc      1.0000       5      LY Amd X %
__   Income Stmnt   EX60     Supplies        1.0000       5      LY Amd X %
__   Income Stmnt   EX70     Property        1.0000       5      LY Amd X %
__   Income Stmnt   EX80     Other Obje      1.0000       5      LY Amd X %
__   Income Stmnt   RE31     Taxes           1.0000       1      BudgetTran
                                                                  More...
F3=Exit   F4=Prompt   F6=Add   F12=Cancel   F17=Print
```

Add/Change Budget Percentages

Use this option to add or change an account classification's budget method and applicable percentage for budget initialization purposes. When you select Option 2 from the *System Administrator Menu*, you will see a screen like the following:

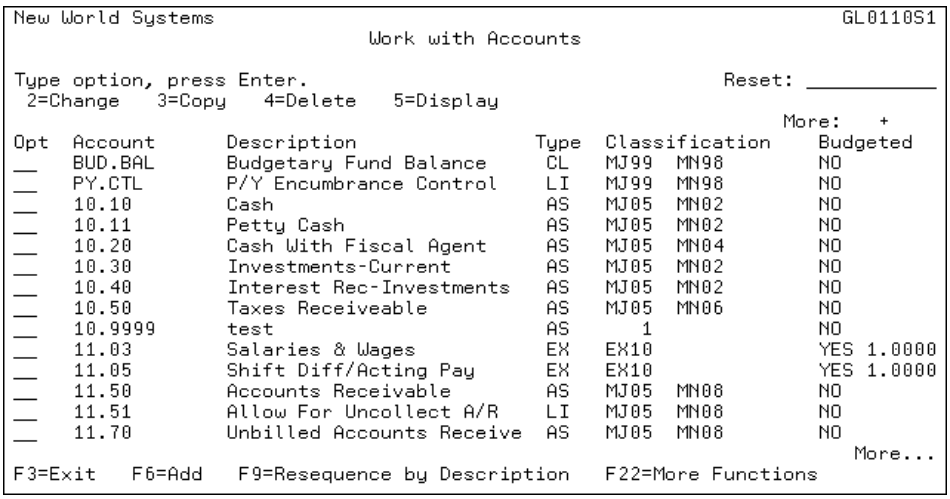


Description of Data Fields within the Add/Change Budget Percentages screen	
Field	**Value**
Classification Type	**This field is mandatory.** Select **Balance Sheet** or **Income Statement** as the classification type.
Classification Code	Use the prompt to select the classification code to the account classification item being added.
Budgeting Percentage	Enter the multiplier, in decimal form, that you want applied to the record.
Budgeting Method	Use the prompt to select the budgeting method. There is a new option for budget method, **Year 1 Projected from Prior Year**. This method will use Year 1 of your last projected budget to create the next year's budget.
Use Projected Budgets	Set this field to Yes to use multi-year budgeting.
Projected Budget Pct Year 1-5	Enter the percentage of the budget that you expect this account to use in future years.
Recalculate Projected Years	Set this field to Yes if the future years should be recalculated when the budget is initialized.
Allow Roll of Unused Budget	If this field is set to Yes, unused budget dollars can be rolled to the next year.

Complete the fields and press **<Enter>** to add the classification. The Change option will show you the same screen, except the ***Classification Type*** and ***Classification Code*** fields cannot be changed.

Work with Accounts

This option enables administrators to maintain the accounts that will be used as the foundation for general ledger accounts. They are used to categorize and describe the accounting transactions that occur in your organization. When you select this option from the *System Administrator Menu*, you will see a screen like the following:

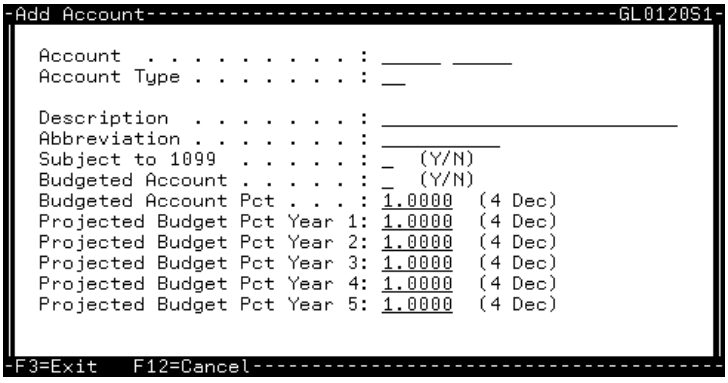


```
New World Systems                                                GL0110S1
                              Work with Accounts

Type option, press Enter.                                  Reset: _________
 2=Change   3=Copy   4=Delete   5=Display
                                                                  More:   +
Opt  Account      Description                Type  Classification    Budgeted
__   BUD.BAL      Budgetary Fund Balance      CL   MJ99  MN98         NO
__   PY.CTL       P/Y Encumbrance Control     LI   MJ99  MN98         NO
__   10.10        Cash                        AS   MJ05  MN02         NO
__   10.11        Petty Cash                  AS   MJ05  MN02         NO
__   10.20        Cash With Fiscal Agent      AS   MJ05  MN04         NO
__   10.30        Investments-Current         AS   MJ05  MN02         NO
__   10.40        Interest Rec-Investments    AS   MJ05  MN02         NO
__   10.50        Taxes Receiveable           AS   MJ05  MN06         NO
__   10.9999      test                        AS      1               NO
__   11.03        Salaries & Wages            EX   EX10             YES 1.0000
__   11.05        Shift Diff/Acting Pay       EX   EX10             YES 1.0000
__   11.50        Accounts Receivable         AS   MJ05  MN08         NO
__   11.51        Allow For Uncollect A/R     LI   MJ05  MN08         NO
__   11.70        Unbilled Accounts Receive   AS   MJ05  MN08         NO
                                                                     More...
F3=Exit   F6=Add   F9=Resequence by Description   F22=More Functions
```

Add/Change an Account

Administrators can add or change accounts as needed for their organization's processing. When you select **<F6>** from *Work with Accounts*, you will see a screen like the following:



```
-Add Account-----------------------------------------GL0120S1-

  Account  . . . . . . . . . : _____ _____
  Account Type . . . . . . . : __

  Description  . . . . . . . : ____________________________
  Abbreviation . . . . . . . : _________
  Subject to 1099  . . . . . : _  (Y/N)
  Budgeted Account . . . . . : _  (Y/N)
  Budgeted Account Pct . . . : 1.0000  (4 Dec)
  Projected Budget Pct Year 1: 1.0000  (4 Dec)
  Projected Budget Pct Year 2: 1.0000  (4 Dec)
  Projected Budget Pct Year 3: 1.0000  (4 Dec)
  Projected Budget Pct Year 4: 1.0000  (4 Dec)
  Projected Budget Pct Year 5: 1.0000  (4 Dec)

-F3=Exit   F12=Cancel--------------------------------------
```

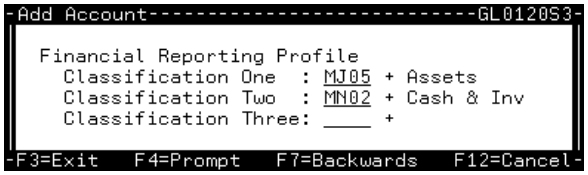
Description of Data Fields within the Add Account screen GL0120S1	
Field	**Description**
Account	**This field is mandatory.** Enter the account number, base and detail up to five characters each. Detail is not required.

Description of Data Fields within the Add Account screen GL0120S1	
Field	**Description**
Account Type	**This field is mandatory.** Enter whether the account is an Asset (AS), Liability (LI), Revenue (RE), Expense (EX), or Control (CL) account.
Description	**This field is mandatory.** Enter the description of your account, such as "Cash" or "Fund Balance."
Abbreviation	**This field is mandatory.** Enter an abbreviation of the description.
Subject to 1099	Set this field to Yes if this account is subject to 1099 reporting.
Budgeted Account	Set this field to Yes if the account is budgeted.
Budgeted Account Percentage	Enter the percentage you would like the budget initialization to multiply this account by.
Projected Budget Pct Year 1-5	Enter the percentage of the budget that you expect this account to use in future years.

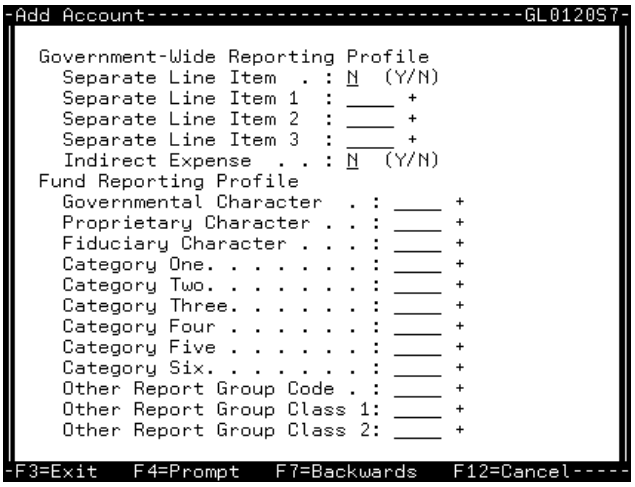
Complete the fields and press **<Enter>** to continue. The subsequent screens displayed will depend on what type of account you are adding.

Expense Accounts

If you selected an expense account to add, the next screen you see will resemble the following:



Use this screen to define the financial reporting profile for the account. The values on this screen will determine how the account is classified or grouped when it appears on financial reports. Up to three levels of classification may be chosen. Use the prompt to select the necessary values; values can be added and then selected from the table prompt, if necessary. When you press **<Enter>**, you will see a screen like the following:



Government-Wide and Fund Reporting Profiles are defined on this screen. The values selected here will determine how the account appears on government-wide and fund reports.

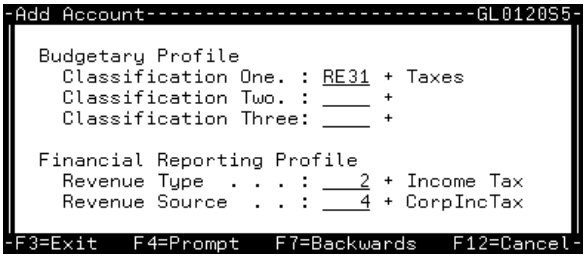
Description of Data Fields within the Add Account screen (Expenses) GL0120S7	
Field	**Description**
Separate Line Item	If this field is set to Yes, items such as transfers or items you wish to net against each other will be shown as separate line items on reports.
Separate Line Item 1-3	If the ***Separate Line Item*** field is set to Yes, you may enter up to three levels of classification that will appear as headings on the reports. If the ***Separate Line Item*** field is set to No, these fields will remain blank.
Indirect Expense	This field is informational only.
Governmental Character	The Governmental Character is another field used to categorize Revenues and Expenditures. Revenues are categorized based on how they relate to a fund's primary activities. The primary Revenue Account characters are: "Operating", "NonOperating", and "Intergovernmental". The Expenditures character is based on the fiscal period they are presumed to benefit. The primary Expenditure Account characters are "Current Operating Expenses", "Capital Outlays", "Debt Service", and "Intergovernmental". This field is promptable and is validated through Table 5, the "Account Character" table.
Proprietary Character	This field is generally used only to indicate Operating for proprietary funds. Non-operating are usually classified as other group codes.
Fiduciary Character	This field is used only for fiduciary funds. The value should be Deductions for expense accounts.

Description of Data Fields within the Add Account screen (Expenses) GL0120S7	
Field	**Description**
Categories 1-6	The categories associated with an account determine under which headings this account will appear on the statements. For example, a Tax Revenue Account may have Category 1 = Assets, Category 3 = Receivables, and Category 4 = Taxes. For revenue accounts the ***Category 1*** field is used only for revenue accounts in proprietary funds. Governmental funds show the revenue information by type and source. ***Category 2*** is used only for Fund Equity accounts.
Other Report Group Code	A value is entered in this field only when this account would fall into the "Other" classifications on the report, such as Other Financing Sources (uses), Non-Operating Revenue/Expenses (proprietary funds only), Operating Transfers, or Extraordinary Gain or Loss Items.
Other Report Group Class 1-2	If this account falls into the Other classifications on the report, the heading is determined by the Other Report Group Code above, but the line item description is described with the Other Report Group Class 1&2. For example, if you sustained a major loss from a flood, this information would appear under the Other Group Report Code of "Extraordinary Gains/Losses," but we would then use the Other Report Group Code to show "Extraordinary Losses from Flood."

Complete the fields and press **<Enter>** to continue. The system will take you back to the first screen to add another account, if necessary.

Revenue Accounts

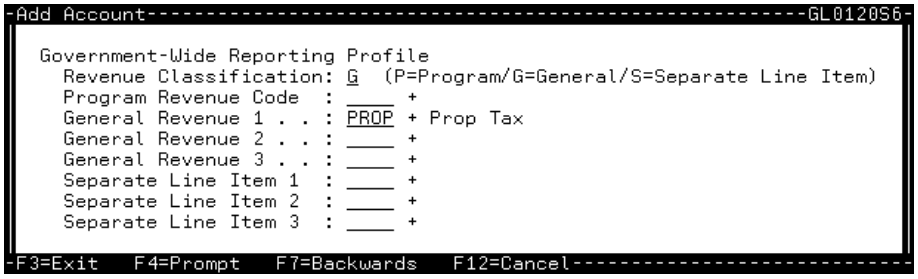
If you selected a revenue account to add, the second screen you see will resemble the following:



Use this screen to define the budgetary profile and financial reporting profile for the account. The values on this screen will determine how the account is classified or grouped when it appears on budgetary and financial reports, respectively.

Description of Data Fields within the Add Account screen (Revenue) GL0120S5	
Field	**Description**
Classification One-Three	*Classification One* is mandatory. Select the primary classification that should be used on the report. The value in this field also determines what budget method is used to create a projected budget amount during the budget initialization process. *Classification Two* and *Classification Three* can be used to further specify how the account should be grouped.
Revenue Type	Select a revenue type that applies to this account. Valid values might include Taxes and Fees.
Revenue Source	Select a source of revenue that applies to this account. Valid values might include Grants, Interest, and Taxes.

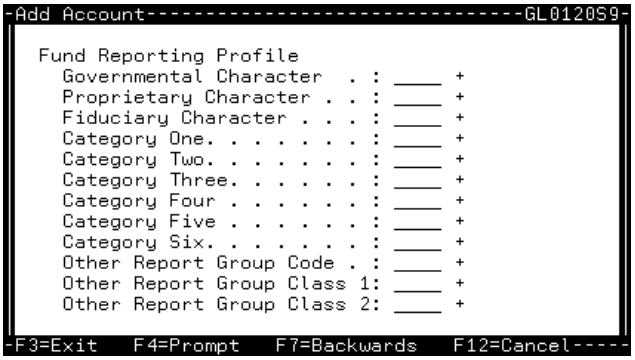
Complete the fields, and press **<Enter>** to continue. You will see a screen like the following:



Description of Data Fields within the Add Account screen (Revenue) GL0120S6	
Field	**Description**
Revenue Classification	**This field is mandatory.** The Government-wide Statement of Activities has separate columns for the program revenues and the general or primary government information. Items such as transfers, that you whish to have shown as their own line item, should be flagged with the Separate Line Item code.
Program Revenue Code	**This field is mandatory if *Program* is the value in the *Revenue Classification* field.** The value in this field will indicate under which heading the balance of this account should appear.
General Revenue 1-3	**The first *General Revenue* field is mandatory if *General* is the value in the *Revenue Classification* field.** Up to three levels may be specified.

Description of Data Fields within the Add Account screen (Revenue) GL0120S6	
Field	**Description**
Separate Line Item 1-3	**The first *Separate Line Item* field is mandatory if *Separate Line Item* is the value in the *Revenue Classification* field.** Up to three levels may be specified.

You will always enter only the classification information that applies to the revenue classification type chosen. For example, if ***Program*** is chosen as the revenue classification type, the system will not accept values entered in the ***General Revenue*** or ***Separate Line Item*** fields. Press **<Enter>** to go on to the next screen:



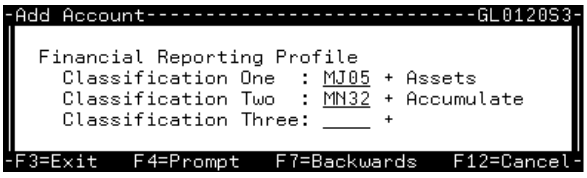
Description of Data Fields within the Add Account screen (Revenue) GL0120S9	
Field	**Description**
Governmental Character	The Governmental Character is another field used to categorize Revenues and Expenditures. Revenues are categorized based on how they relate to a fund's primary activities. The primary Revenue Account characters are: "Operating", "NonOperating", and "Intergovernmental". The Expenditures character is based on the fiscal period they are presumed to benefit. The primary Expenditure Account characters are "Current Operating Expenses", "Capital Outlays", "Debt Service", and "Intergovernmental". This field is promptable and is validated through Table 5, the "Account Character" table.
Proprietary Character	This field is generally used only to indicate Operating. Non-operating are usually classified as other group codes.
Fiduciary Character	This field is used only for fiduciary funds. The value should be **Additions** for revenue accounts.

Description of Data Fields within the Add Account screen (Revenue) GL0120S9	
Field	**Description**
Categories 1-6	The categories associated with an account determine under which headings this account will appear on the statements. For example, a Tax Revenue Account may have Category 1 = Assets, Category 3 = Receivables, and Category 4 = Taxes. For revenue accounts the ***Category 1*** field is used only for revenue accounts in proprietary funds. Governmental funds show the revenue information by type and source. ***Category 2*** is used only for Fund Equity accounts.
Other Report Group Code	A value would be entered in this field only when this account would fall into the "Other" classifications on the report, such as Other Financing Sources (uses), Non-Operating Revenue/Expenses (proprietary funds only), Operating Transfers, or Extraordinary Gain or Loss Items.
Other Report Group Class 1-2	If this account falls into the Other classifications on the report, the heading is determined by the Other Report Group Code above, but the line item description is described with the Other Report Group Class 1&2. For example, if you sustained a major loss from a flood, this information would appear under the Other Group Report Code of "Extraordinary Gains/Losses," but we would then use the Other Report Group Code to show "Extraordinary Losses from Flood."

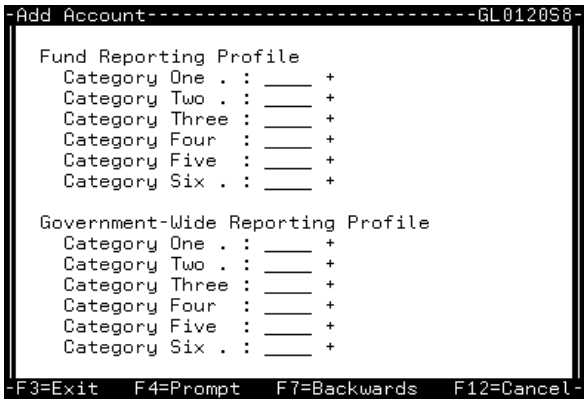
Complete the fields and press **<Enter>**. The system will take you back to the first screen to add another account, if necessary.

Liability and Asset Accounts

If you selected a liability account to add, the second screen you see will resemble the following:



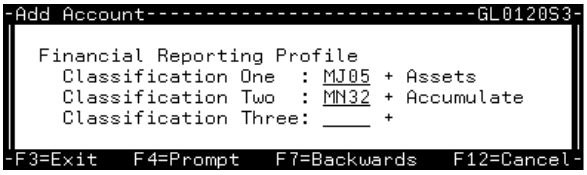
The values on this screen will determine how the account is classified or grouped when it appears on financial reports. ***Classification One*** is mandatory; it will group the account in the correct category in the financial reports on which it appears (generally the account type). ***Classification Two*** and ***Classification Three*** can be used to further specify how the account should be grouped. Complete the fields as needed; then press **<Enter>** to continue. You will see a screen like the following:



All of the above fields are optional. The Fund Financial statements will use the classifications entered in the Fund Reporting Profile fields on the screen above. The Government-wide statements will use the classifications entered in the Government-wide Reporting Profile fields. Complete the fields as needed; press **<Enter>**. The system will take you back to the first screen to add another account, if necessary.

Control Accounts

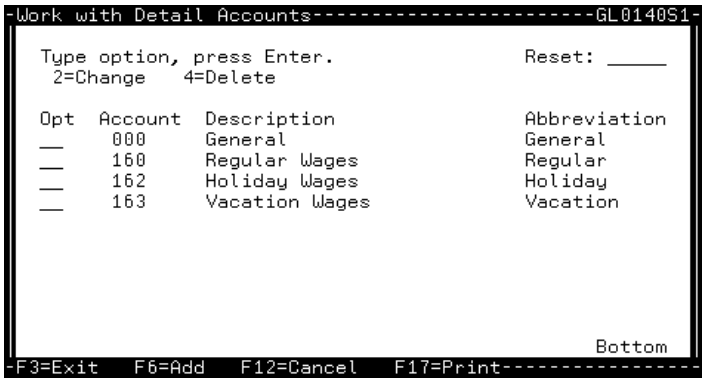
If you selected a control account to add, the second screen you see will resemble the following:



The values on this screen will determine how the account is classified or grouped when it appears on financial reports. ***Classification One*** is mandatory; it will group the account in the correct category in the financial reports on which it appears (generally the account type). ***Classification Two*** and ***Classification Three*** can be used to further specify how the account should be grouped. Complete the fields as needed; then press **<Enter>**. The system will take you back to the first screen to add another account, if necessary.

Work with Detail Account

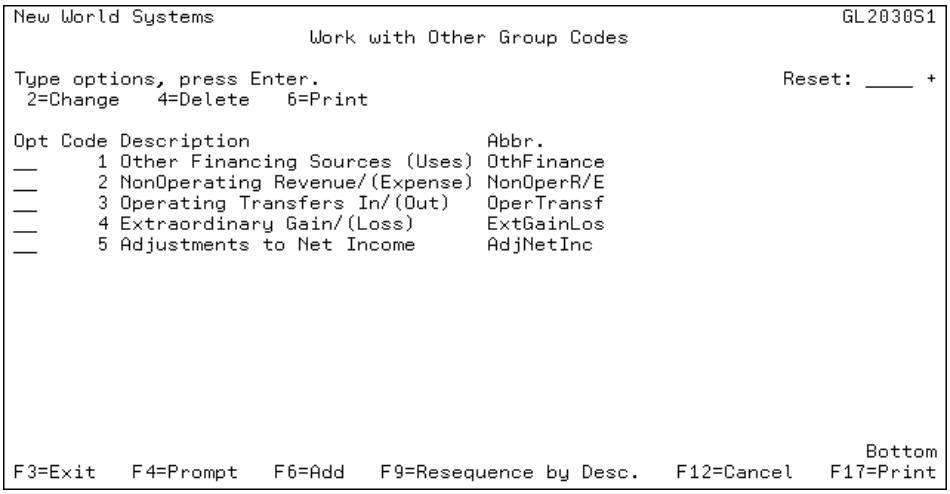
This option gives administrators the ability to add, change, or delete detail accounts. The detail account is the second part of the account number. When you press **<F15>** from *Work with Accounts*, you will see a screen like the following:



This option is only valid if the ***Mandatory Detail Descriptions*** field in System Control is set to Yes. This screen works like any other table screen with respect to adding, changing, or deleting a detail account.

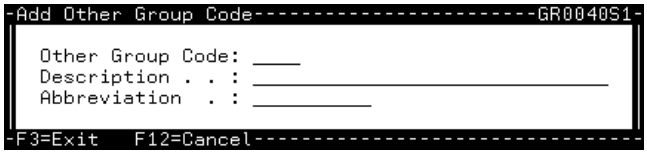
Work with Other Group Codes

Other group codes are used in government reporting; they appear on income statement reports. When you select this option from the *System Administrator Menu*, you will see a screen like the following:



Add/Change Other Group Code

When you select **Add** from the *Work with Other Group Codes* screen, you will see a screen like the following:



Description of Data Fields within the Add Other Group Code screen	
Field	**Description**
Other Group Code	**This field is mandatory.** Enter a four-character code to identify the group code in the system.
Description	**This field is mandatory.** Type a description of the group code. The maximum length is 30 characters
Abbreviation	**This field is mandatory.** Type an abbreviation of the description. The maximum length is 10 characters.

Complete the fields and press **<Enter>** to add the code. The change option will show you the same screen.

Work with Control Account Defaults

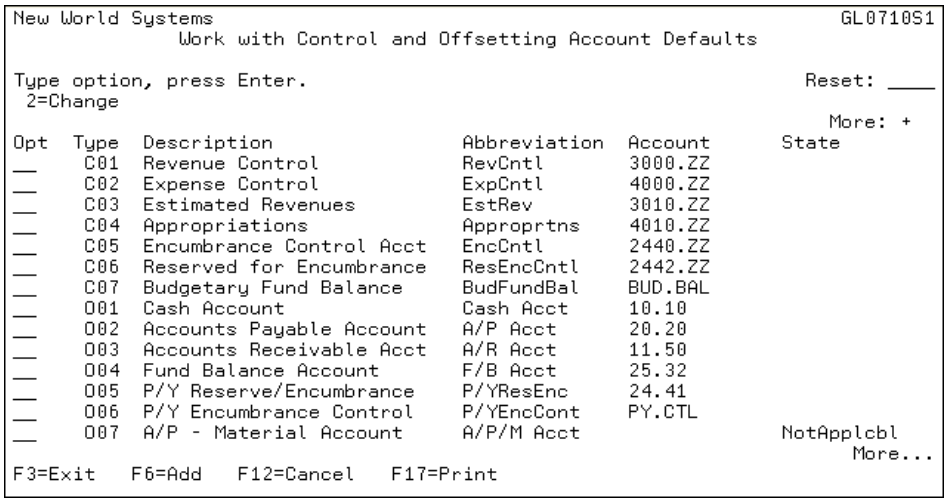
This option is used to define the control and offsetting accounts that will automatically be assigned to each fund when it is created in *Work with Funds*. These codes have been programmed into the system to automatically record control and offsetting entries whenever a related transaction is entered or posted into the system.

Control accounts are general ledger accounts that record the sum of debit and credit postings to a number of identical or related subsidiary accounts (e.g., Revenue Control account). Offsetting accounts are used to record transactions that involve the same account every time the transaction occurs (e.g., soft close).

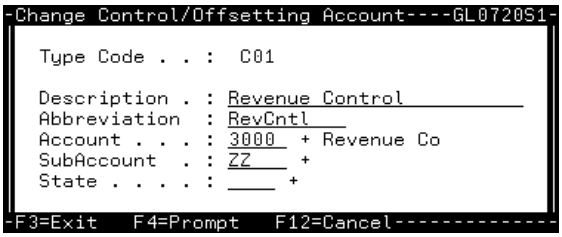
NOTE

New World restricts the use of control and offsetting accounts. Only the codes New World enters are used by the system. New World will be responsible for adding new codes as they are required for expanding the base software or for state requirements.

When you select *Work with Control Account Defaults* from the *System Administrator Menu*, you will see a screen like the following:



Account defaults can be changed but not deleted. If you select to change an account, you will see the following screen:



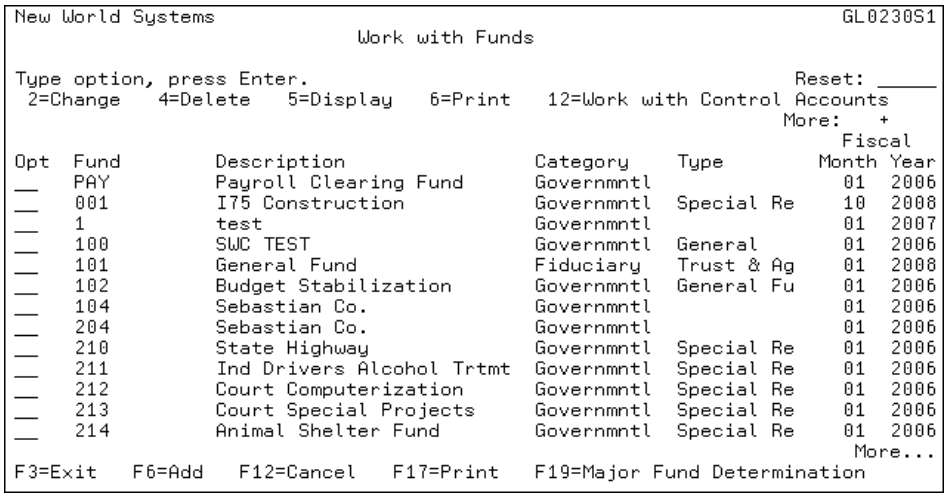
NOTE

Any changes made to one of New World's control or offsetting account types on this screen will not update the fund(s) that use the account type after the fund(s) have been initially added to the system. All changes that need to be made to this screen should be made before the funds are initially added.

All fields except the type code can be changed. Make the necessary changes and press **<Enter>** to save them.

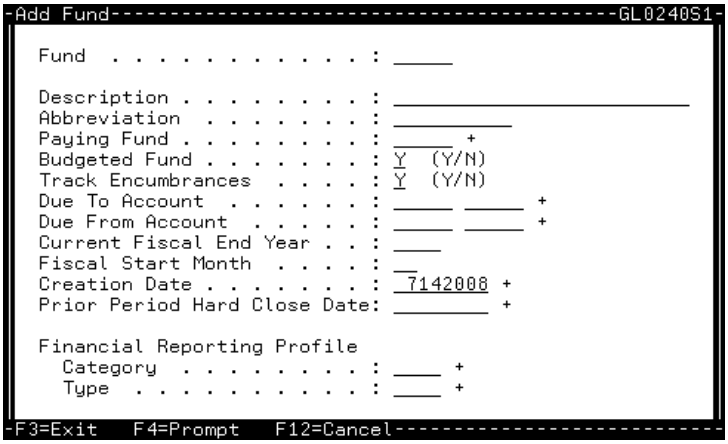
Work with Funds

This option is used to maintain the funds, or level 1 organizations, that will be used by the system. This is the highest, or most general level in the Financial Management system. In most cases, this is called the "Fund" level, but custom names may be used. When you select this option from the *System Administrator Menu*, you will see a screen like the following:



Add/Change a Fund

Administrators can add funds as desired to suit the needs of their organization. When you add a fund, you will see the following screen:



Description of Data Fields within the Add Fund screen	
Field	**Description**
Fund	**This field is mandatory.** Type a one- to five-character code to uniquely identify the fund.
Description	**This field is mandatory.** Type a description of the fund. The maximum length is 25 characters.
Abbreviation	**This field is mandatory.** Type a 10-character abbreviation of the description.

Description of Data Fields within the Add Fund screen	
Field	**Description**
Paying Fund	**This field is mandatory.** Use the prompt to select the fund that will be used as the paying fund. If the fund pays its own bills, use the fund number.
Budgeted Fund	Set this field to Yes if the accounts in this fund should be budgeted. If this field is set to No, none of the accounts in the fund are part of the work file when the budget is initialized.
Track Encumbrances	Set this field to Yes if encumbrances should be tracked for accounts in this fund.
Due to Account	**This field is mandatory.** Use the prompt to select the due to account for this fund. This account is a liability account that will track cash that is owed or exchanged between a fund(s) and the paying fund.
Due from Account	**This field is mandatory.** Use the prompt to select the due from account for this fund.
Current Fiscal End Year	**This field is mandatory.** Enter the calendar year in which your organization's current fiscal year will end. The year must be entered in YYYY format.
Fiscal Start Month	**This field is mandatory.** Enter the month that will be the first month of the fiscal year for this fund. The month must be entered as a month (e.g., June = 6, October = 10, etc.).
Creation Date	**This field is mandatory.** Enter the date on which the fund will be entered into the system. Today's date is provided by default, but it can be overwritten.
Prior Period Hard Close Date	**This field is mandatory.** Enter the date that your organization last ran the hard close procedure, or the date before which no transactions can be entered.
Category	**This field is mandatory.** Enter the fund category that this organization will fall under for reporting purposes.
Type	Enter the fund type that this organization will fall under for reporting purposes.

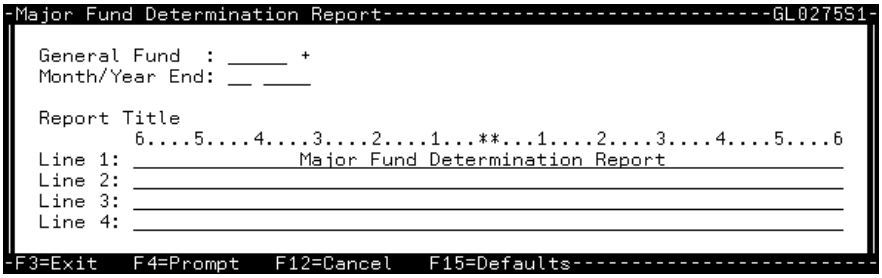
Complete the fields and press **<Enter>** to add the fund. The Change option will bring up the same screen, but the ***Fund*** and ***Creation Date*** fields may not be changed.

NOTE

Funds that are no longer in use can be deleted. If there are general ledger master accounts associated with the fund, you will see a message on this screen. You will be unable to delete the fund.

Major Fund Determination Report

This report enables your organization to get a listing of funds that are classified as major funds in your system. When you press **<F19>** from *Work with Funds*, you will see a screen like the following:

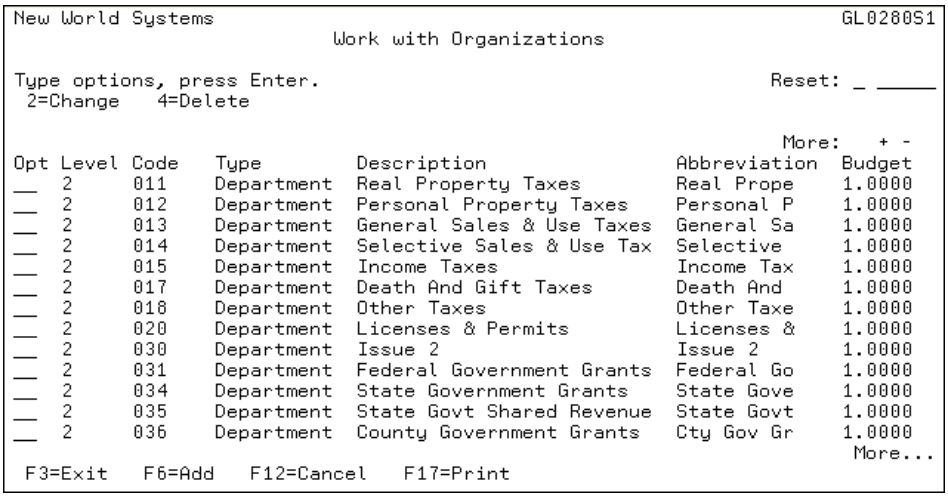


Description of Data Fields within the Major Fund Determination Report screen	
Field	**Description**
General Fund	**This field is mandatory.** Use the prompt to select a fund.
Month/Year	**This field is mandatory.** Supply the month and year for which the report should be run.
Report Title Line 1-4	The title Major Fund Determination Report is supplied as a default, but you can enter up to four lines of text in the fields provided.

Press **<Enter>** to submit the report.

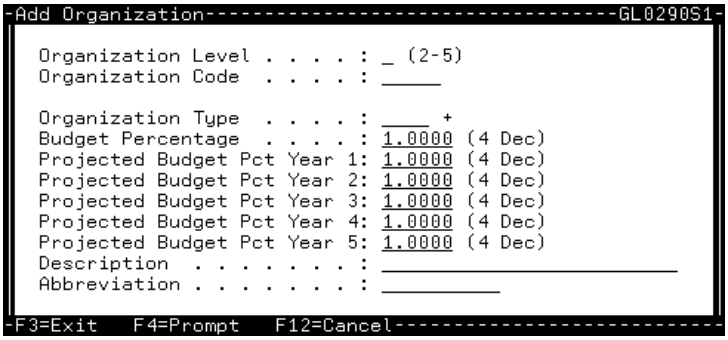
Work with Organizations

This option is used to maintain the organizational units that will be used by the system. Each organization will be represented by a code and a level number (2-5). When you select this option from the *System Administrator Menu*, you will see a screen like the following:



Add/Change an Organization

Administrators have the ability to add organizations as needed. When you add an organization, you will see a screen like the following:



Description of Data Fields within the Add Organization screen	
Field	**Description**
Organization Level	**This field is mandatory.** Enter the level of the organization. Possible values are 2, 3, 4, or 5. Level 1 is maintained through the *Work with Fund* option.
Organization Code	**This field is mandatory.** Enter the code that, combined with the organization level, will identify the organization. The code may contain up to five characters.
Organization Type	**This field is mandatory.** Use the prompt to select an organization type. The type indicates the financial entity described by the code.
Budget Percentage	**This field is mandatory.** Enter the percentage of the budget this organization will use this year.

Description of Data Fields within the Add Organization screen	
Field	**Description**
Projected Budget Pct Years 1-5	Enter the percentage of the budget that you expect this account to use in future years. This will affect all accounts in a given department or organization.
Description	**This field is mandatory.** Type a description of the organization. It cannot exceed 25 characters.
Abbreviation	**This field is mandatory.** Type an abbreviation of the description. It cannot exceed 10 characters.

Complete the fields and press **<Enter>** to add the organization. Changing an organization will show you the same screen, but the ***Organization Level*** and ***Organization Code*** fields cannot be changed.

Work with Organization Functions

Organization functions are acceptable combinations of organization codes and organization types, which together comprise an organization. These are then combined with account numbers to define general ledger accounts. When you select this option from the *System Administrator Menu*, you will see a screen like the following:

```
New World Systems                                              GL1330S1
                        Work with Organization Function

Type option, press Enter.                  Reset: ____________________________
 2=Change   4=Delete
                                                          More:   + -
Opt Organization              Function         Sub-Function
__  101-421-2162               42 Public Saf
__  101-421-2163               42 Public Saf
__  101-421-217                42 Public Saf
__  101-422-221                42 Public Saf
__  101-422-222                42 Public Saf
__  101-422-222-1-1
__  101-422-223                42 Public Saf
__  101-422-224                42 Public Saf
__  101-422-2241               42 Public Saf
__  101-422-225                42 Public Saf
__  101-422-2251               42 Public Saf
__  101-422-226                42 Public Saf
__  101-422-228                42 Public Saf
__  101-423-231                42 Public Saf
                                                                  More...
F3=Exit   F6=Add   F12=Cancel   F17=Print
```

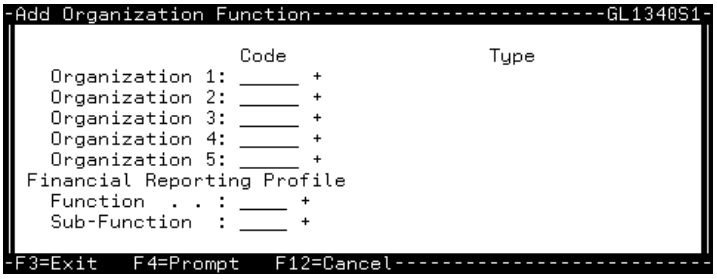
All organization sets that will have accounts directly attached will need to be set up here. For all organizations that are cost centers (organizations with expense accounts), this is where the organization function and sub-function information is entered. All expense accounts will have this information defaulted to their records.

NOTE

All possible organization combinations must exist on this list. User Security, Add/Copy General Ledger Accounts, and Renumber General Ledger Accounts all use this feature to validate the organization.

Add/Change an Organization Function

When you press **<F6>** to add from *Work with Organization Functions*, you will see a screen like the following:

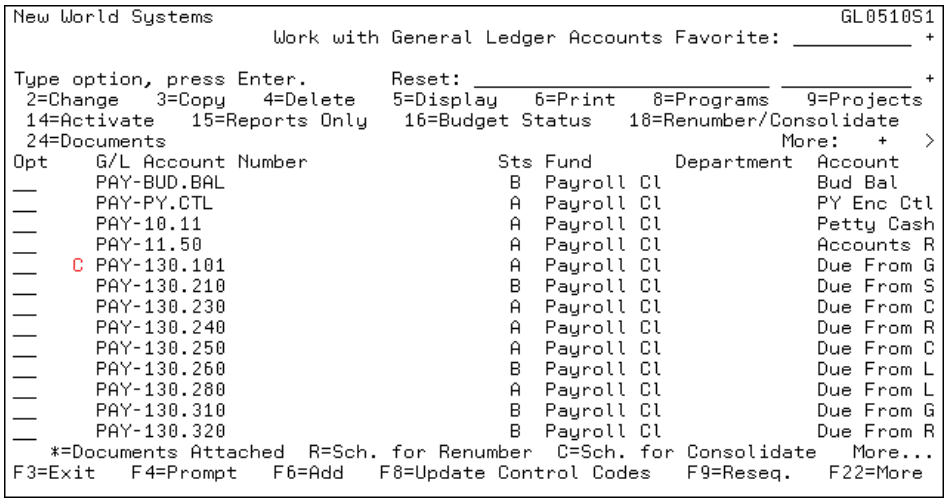


Description of Data Fields within the Add Organization Function screen	
Field	**Description**
Organization 1	**This field is mandatory.** Use the prompt to select a Level 1 Organization Code.
Organization 2	Use the prompt to select a Level 2 Organization Code.
Organization 3	Use the prompt to select a Level 3 Organization Code.
Organization 4	Use the prompt to select a Level 4 Organization Code.
Organization 5	Use the prompt to select a Level 5 Organization Code.
Function	Use the prompt to select the function code for the financial reporting profile.
Sub-Function	Use the prompt to select the sub-function code for the financial reporting profile.

Complete the fields and press **<Enter>** to add the organization function. The Change option will bring up the same screen; any of the fields may be changed.

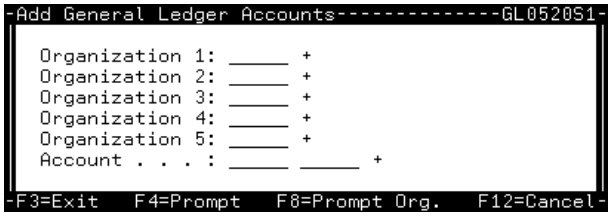
Work with General Ledger Accounts

Administrators will use this option to setup and maintain their general ledger accounts for use in the Financial Management system. When you select this option from the *System Administrator Menu*, you will see the following screen:



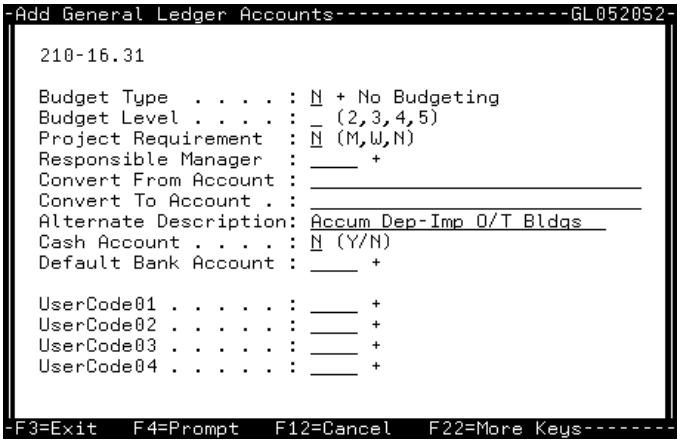
Add/Change a General Ledger Account

When you select the **Add** option, you will see a screen like the following:



Description of Data Fields within the Add General Ledger Accounts screen GL0520S1	
Field	**Description**
Organization 1	Use the prompt to select a Level 1 Organization Code. This is typically the Fund level.
Organization 2	Use the prompt to select a Level 2 Organization Code. In many cases, this is the Department level.
Organization 3	Use the prompt to select a Level 3 Organization Code. In many cases, this is the Sub-Department level.
Organization 4	Use the prompt to select a Level 4 Organization Code.
Organization 5	Use the prompt to select a Level 5 Organization Code.
Account	**This field is mandatory.** Use the prompt to select the account number. Valid organization sets that will have accounts attached will have been set up in *Work with Organization Function*.

Complete the fields and press **<Enter>**. You will then see a screen like the following:



Description of Data Fields within the Add General Ledger Accounts screen GL0520S2	
Field	**Description**
Budget Type	**This field is mandatory.** Use the prompt to select the budgeting type that applies to this general ledger account. **Organization** is selected as the default type. If this is a balance sheet account, this value should be **N** (no budgeting). If this is an expense or revenue account, possible options are **O**rganization, Account **C**lassification, **B**ase Account Level, and **D**etail Account Level.
Budget Level	If the budget type value is either **O** or **C**, select the budget level that applies to this account. Possible values are **2**, **3**, **4**, or **5**.
Project Requirement	**This field is mandatory.** Selected the project requirement type. Possible values are **M**andatory, **W**arning, or **N**one.
Responsible Manager	Use the prompt to select the manager responsible for the account.
Convert from Account	This 28-character field is sometimes used for conversions. It may also be used for informational purposes if desired. It is not used in any process.
Convert to Account	This 28-character field is sometimes used for conversions. It may also be used for informational purposes if desired. It is not used in any process.
Alternate Description	This value is defaulted from the account that was selected on the previous screen. It can be overwritten if desired.
Cash Account	Set this field to Yes if the general ledger account will be a cash account.
Default Bank Account	Use the prompt to select the default bank account to associate with this account.

Description of Data Fields within the Add General Ledger Accounts screen GL0520S2	
Field	**Description**
User Codes 1-4	If user-defined tables have been populated in *Work with Table Entries*, you can select values defined by your institution for these fields.

Complete the fields and press **<Enter>** to add the general ledger account. The Change option will show you the second screen only; all of the fields can be changed.

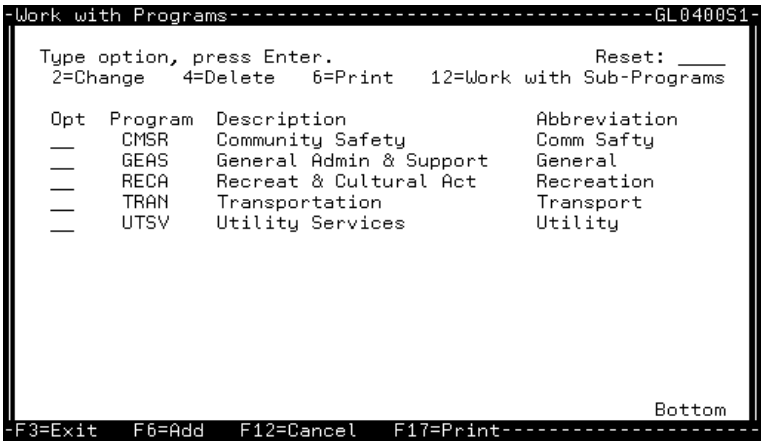
There are a number of other functions on this screen that will be explained in brief:

Option	Function
3 = Copy	This option copies the general ledger account to another organization. It also gives you the option to copy other accounts in this organization to another organization.
4=Delete	This option will delete the general ledger account(s) as long as transaction records do not exist.
5=Display	This option will display the details of the G/L account record. No information may be changed, however.
6=Print	This option prints the General Ledger Master File listing. Depending on which **Print** option is selected, the data will either be filled in for a specific account, or the fields will be blank so the listing can be run for all accounts.
8=Programs	Select this option to work with account programs attached to this general ledger account.
9=Projects	Select this option to work with account projects attached to this general ledger account.
14=Activate	This option will activate the selected account.
15=Reports Only	This option will change the selected account's status to **Reports Only**.
16=Budget Status	This option changes the status of the selected account to **Budget Only**.
18=Renumber/ Consolidate	This option accesses the *Renumber/Consolidate G/L Account* screen and enables a user to mark an account to be renumbered or consolidated when the "Submit Renumbering" program (F15) is run.
24=Documents	Create and maintain narrative associated with this general ledger account.
F8=Update Control Code	Use this option to update control codes.
F10=Status Change	This option enables you to change the status for a group of general ledger accounts.
F13=Override Listing	This option enables you to print an override listing.

Option	Function
F14=Submit Consolidate	This option submits the consolidation of all general ledger accounts marked since the last consolidation was done.
F15=Renumber Fund	This option renumbers an entire fund in all history and master files. This new fund will need to be set up in GLFUND.
F18=Submit Renumber	This option submits the renumbering of all general ledger accounts marked since the last renumbering was done.
F21=Renumber Org.	This option schedules a renumbering of one or more organizations for an entire department in the same fund. It affects all history and master files. This works in conjunction with the **Renumber Organization** option.

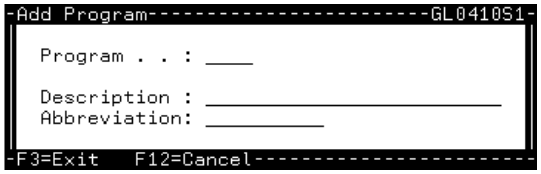
Work with Programs

Programs are used to track financial information for functions or activities that involve a number of organization units performing aspects of a particular function or activity. Each program can have a number of sub-programs attached to it that will further define the function or activity. Programs and sub-programs can be assigned to general ledger accounts in *Work with General Ledger Accounts*. When you select this option, you will see a screen like the following:



Add/Change a Program

When you select this option from *Work with Programs*, you will see a screen like the following:

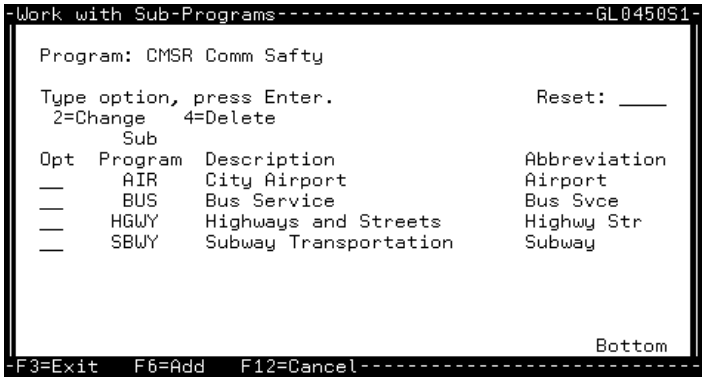


Description of Data Fields within the Add Program screen	
Field	**Description**
Program	This field is mandatory. Type up to a four-character code for the program.
Description	This field is mandatory. Type a description of the program. It cannot exceed 25 characters.
Abbreviation	This field is mandatory. Type an abbreviation of the description. It cannot exceed ten characters.

Complete the fields and press **<Enter>** to add the program. The Change option will show you the same screen, except the ***Program*** field cannot be changed.

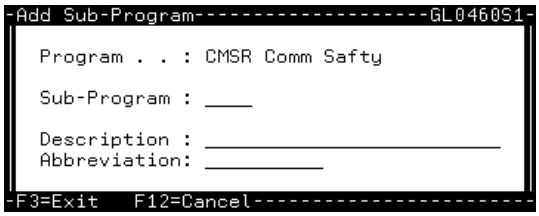
Work with Sub-Programs

Once a program is added, sub-programs can be attached to it. From the *Work with Programs* screen, type a "12" in the ***Opt*** field associated with a program, and press **<Enter>**. You will see a screen like the following:



Add/Change a Sub-Program

When you select the **Add** option, you will see a screen like the following:



Description of Data Fields within the Add Sub-Program screen	
Field	**Description**
Sub-Program	**This field is mandatory.** Type up to a four-character code for the sub-program.
Description	**This field is mandatory.** Type a description of the sub-program. It cannot exceed 25 characters.
Abbreviation	**This field is mandatory.** Type an abbreviation of the description. It cannot exceed ten characters.

Complete the fields and press **<Enter>** to add the sub-program.

Work with Transaction Codes

This option is used to maintain the transaction codes that came loaded in your Financial Management software. When you select this option, you will see a screen like the following:

```
New World Systems                                                GL0810S1
                          Work with Transaction Codes

Type option, press Enter.                                          Reset: __
 2=Change

                                                                  More:   +
Opt  Code  Description                Abbreviation  User I.D.     Comment
__    AJ   Adjusting Journal          AdjustJrnl
__    AP   Accounts Payable           AcctsPaybl    CHAPMAN
__    AR   Accounts Receivable        AcctRecvbl    HUNTER        Cash Recpt
__    BA   Budget Adjustment          BudgetAdjs
__    BO   Budget - Original Adopted  OrgAdtpBud
__    BP   Budget Process Entry       BudgetProc
__    BQ   Bid & Quote Processing     Bid/Quote
__    CV   Civil Papers               Civil Papr    HUNTER
__    EA   Encumbrance Adjustment     EncumbAdjs
__    FA   Fixed Assets               FixedAsset    CHAPMAN
__    GL   General Ledger             GenlLedger
__    HC   Hard Close Entries         Hard Close
__    HD   H.R. Disbursement Checks   H.D.          CHAPMAN
__    HR   Human Resources           H.R.          CHAPMAN
                                                                  More...
F3=Exit    F12=Cancel    F17=Print
```

Codes cannot be added to the system. To change a code, type a "2" in the ***Opt*** field associated with the code and press **<Enter>**. You will see a screen like the following:

```
-Change Transaction Code----------------GL0820S1-

  Transaction Code: AP

  Description . . : Accounts Payable
  Abbreviation  . : AcctsPaybl
  User I.D. . . . : CHAPMAN
  Comment Code  . :     +
  Add Journals  . : Y (Y/N)
  Change Journals : Y (Y/N)
  Delete Journals : Y (Y/N)

-F3=Exit    F4=Prompt    F12=Cancel----------------
```

With the exception of the ***Transaction Code***, the other fields can be changed for information purposes and to restrict user access. Make any necessary changes and press **<Enter>** to save them.

Work with Ship to Codes

This option manages the ship to codes for your organization. Ship to codes are used in the purchasing process to track contact names, addresses, and phone numbers within your organization. When you select this option, you will see a screen like the following:

```
New World Systems                                                GL0760S1
                          Work with Ship To Codes

Type option, press Enter.                                      Reset: ____
 2=Change    4=Delete    5=Display    6=Print
                                                                More:    +
Opt  Code  Abbrev      Address Line 1              Address Line 2
__      2  WWT-Lakeln  City of Euclid              Waste Water Treatment P
__      3  Engineerin  City of Euclid              Engineering
__      4  Admin       City of Euclid              Administration
__      5  Law Dept    City of Euclid              Law Department
__      6  Council     City of Euclid              Council Office
__      7  P&Z         City of Euclid              Planning & Zoning
__      8  Pub Serv    City of Euclid              Public Service
__      9  Mayor       City of Euclid              Mayor's Office
__     11  Finance     City of Euclid              Finance Department
__     12  Bldg&Hsng   City of Euclid              Building & Housing
__     13  CS&ED       City of Euclid              CS&ED
__     16  Court       City of Euclid              Municipal Court
__     17  Parks       City of Euclid              Parks & Recreation Main
__     18  WWT         City of Euclid              Waste Water Treatment P
                                                                   More...
F3=Exit    F6=Add    F12=Cancel    F17=Print
```

Add/Change a Ship to Code

This code is used in request and purchase order processing. To add a Ship to code, select the **Add** option from the *Work with Ship to Codes* screen. You will see a screen like the following:

```
-Add Ship to Code-----------------------------------GL0770S1-

  Ship to Code  : ____

  Abbreviation  : __________
  Address Line 1: ________________________________
  Address Line 2: ________________________________
  Address Line 3: ________________________________
  City/State/Zip: ____________________ ____ + __________
  Contact Name  : ____________________
  Phone Number  : __________  Ext: ____
  Fax Number  . : __________

-F3=Exit    F4=Prompt    F12=Cancel-----------------------------
```

Description of Data Fields within the Add Ship to Code screen	
Field	**Description**
Ship to Code	**This field is mandatory.** Type a four-character code that will represent this ship to code.

Description of Data Fields within the Add Ship to Code screen	
Field	**Description**
Abbreviation	**This field is mandatory.** Type an abbreviation of the ship to code, not to exceed 10 characters.
Address Lines 1-3	**Address Line 1 is mandatory.** Type the street address in this field. The additional two lines can be used as needed.
City/State/Zip	**This field is mandatory.** Type the city, state, and zip code for the address. The **State** field is promptable.
Contact Name	**This field is mandatory.** Enter the name of the contact person at this address.
Phone Number/Ext	Type the contact person's phone number and extension, if applicable.
Fax Number	Type the contact person's fax number, if applicable.

Complete the fields and press **<Enter>** to add the code. The Change option shows the same screen, except the ***Ship to Code*** field cannot be changed.

Work with G/L Formulas

This option can be used to spread costs over multiple G/L account based on percentage without having to enter the G/L account each time. When you select this option from the *System Administrator Menu*, you will see a screen like the following:

```
New World Systems                                              GL1620S1
                    Work with G/L Distribution Formulas

Type option, press Enter.
 2=Change   4=Delete   14=Distributions

Opt  Code        Formula Description
__     P         Program Allocation

                                                                Bottom
F3=Exit   F6=Add   F12=Cancel   F17=Listing
```

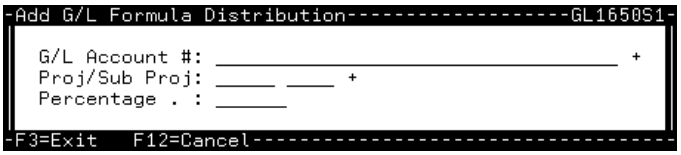
Add/Change a G/L Distribution Formula

To add a G/L distribution formula, press **<F6>** from *Work with G/L Distribution Formulas*. You will see the following screen:



Description of Data Fields within the Add Distribution Formula screen	
Field	**Description**
Formula Code	**This field is mandatory.** Type up to a four-character code that will serve as the key for this distribution formula.
Formula Description	**This field is mandatory.** Type up to a thirty-character description of the distribution formula.

Complete the fields and press **<Enter>**. You will see the *Work with Formula Distributions* screen, which displays distributions once they are added. Press **<F6>** to add a distribution. You will see a screen like the following:



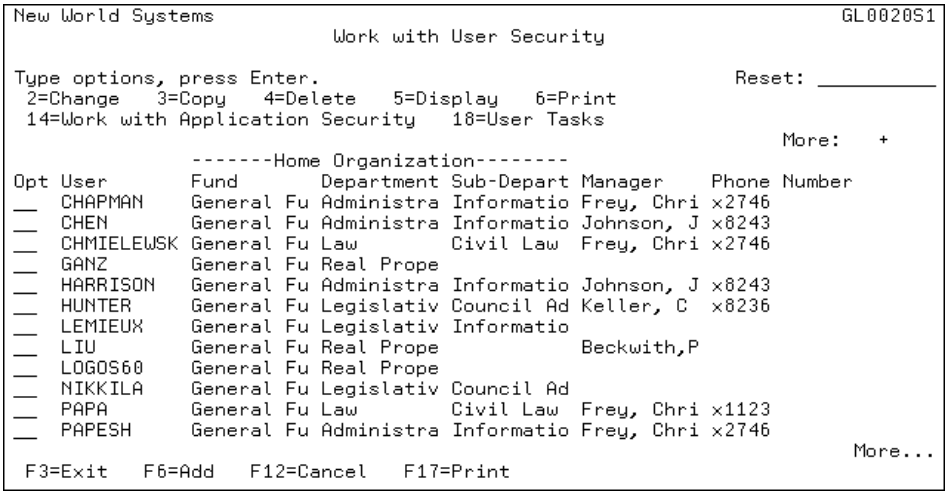
Description of Data Fields within the Add G/L Formula Distribution screen	
Field	**Description**
G/L Account	**This field is mandatory.** Use the prompt to select the account that will receive the distribution.
Project/Sub Project	Use the prompt to select the project and sub project, if applicable.
Percentage	**This field is mandatory.** Enter the percentage (as a four-digit decimal) that this account has of the total dollars being assigned. The total percentages among all accounts in the distribution must equal 100.

Press **<Enter>** to add the distribution. If you did not distribute the full amount, you will see a warning message. Press **<Enter>** again and then **<F6>** to enter the remaining distributions necessary to reach 100 percent.

The Change option looks the same as the Add option, except that there is an option to go to the distribution assigned to the formula.

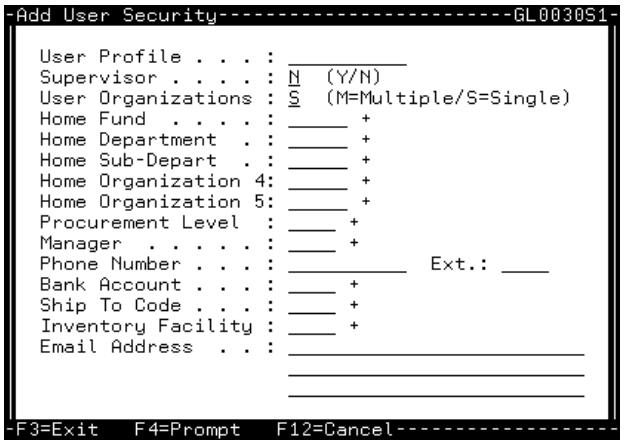
Work with User Security

This option is used to maintain users in the system and to authorize users to specific applications within the system. When you select this option from the *System Administrator Menu*, you will see a screen like the following:



Add/Change User Security

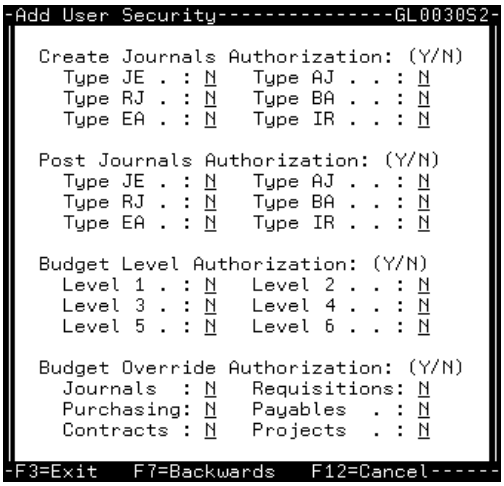
To add a user to security, press **<F6>** from *Work with User Security.* You will see a screen like the following:



Description of Data Fields within the Add User Security screen GL0030S1	
Field	**Description**
User Profile	**This field is mandatory.** Type the ten-character user profile for the user. This must be the same name the user uses to sign on to the system.
Supervisor	If this field is set to Yes, the user will have supervisor access to all types of journals. The user can also access other data, such as invoices, across all security levels.
Organization User	**This field is mandatory.** Indicate whether the user is authorized to just his or her home organization (Single) or to multiple organizations. **Single** is selected by default.
Home Fund	**This field is mandatory.** Use the prompt to select the user's home fund.
Home Organization 2	**This field is mandatory.** It will be labeled based on the setup of organization 2. Use the prompt to select the user's home organization 2.
Home Organization 3	**This field is mandatory.** Use the prompt to select the user's home organization 3.
Home Organization 4	**This field is mandatory.** Use the prompt to select the user's organization 4.
Home Organization 5	**This field is mandatory.** Use the prompt to select the user's organization 5.
Procurement Level	Enter the level assigned to this user for authorizing procurement items.
Manager	User the prompt to select the individual who is this user's manager.
Phone Number/Ext	Enter the user's phone number and extension, if applicable.
Bank Account	Use the prompt to select the bank account that this user is assigned by default to work with.
Ship to Code	**This field is mandatory.** Use the prompt to select the ship to address assigned by default to this user.
Inventory Facility	This field is used to indicate the home facility of the user. This field is of informational value only if your Financial System is not interfaced to the Inventory System. If it is interfaced, the Procurement and Inventory modules use this value for processing. If using Integrated Inventory, the facility here is used to determine whether the user is requesting goods stocked by inventory. This determination is the starting point for the integrated inventory process. If interfaced, this value will be validated in combination with the ship to code above. The ship to code must be assigned to this facility in the Work with Facilities option in Inventory

Description of Data Fields within the Add User Security screen GL0030S1	
Field	**Description**
E-Mail Address	Enter the email address necessary to receive notification of my Tasks.

Complete the fields and press **<Enter>**. You will see the following screen:



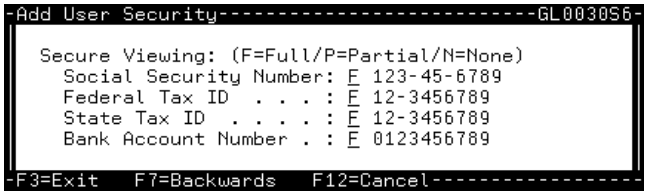
Description of Data Fields within the Add User Security screen GL0030S2	
Field	**Description**
Create Journals Authorization	If the field is set to Yes, the user will have the authorization to create journals of this type. Any combination of the available journal types may be chosen.
Post Journals Authorization	If the field is set to Yes, the user will have the authorization to post journals of this type. Any combination of the available journal types may be chosen.
Budget Level Authorization	If the field is set to Yes, the user has authority to OK the budget at that level.
Budget Override Authorization	If the field is set to Yes, the user may override the budget in that process.

Press **<Enter>**. You will see the following screen:



Description of Data Fields within the Add User Security screen GL0030S3	
Field	**Description**
Procurement Authorization	If the field is set to Yes, the user is authorized to approve procurement items at the specified level, requests, purchasing, and payables.
Maximum Approval Cost	Enter the maximum dollar amount that this employee can authorize for requests, purchasing, and payables.
Approval Level	Level at which the user is authorized to approve requests and payables. These fields are only valid if you are using tiered approvals.

Press **<Enter>**. You will see the following screen:



Setting a field to Full will display the full number, Partial will only display the last four digits, and None will deny the user from seeing any of the numbers. When adding a user, these fields will default to full secure viewing access.

Application Security

The user's security permissions will then need to be added. From *Work with User Security*, type a "14" in the ***Opt*** field associated with the user and press **<Enter>**.

If the user has just been added, there will be no application security yet. Press **<F6>**. You will see a screen like the following:



Description of Data Fields within the Add Application Security screen	
Field	**Description**
Application	**This field is mandatory.** Use the prompt to select the application to which security will be defined.
From/Thru Account	**These fields are mandatory.** Specify a range of account numbers for which the user can work with a specific application. *ALL may be entered in the ***From Account*** field to authorize the user to all accounts for this application. In this instance, the ***To Account*** field would be left blank.

Complete the fields and press **<Enter>** to add the security. Repeat as needed for the remaining applications the user will work with. The application security you add will be displayed on the *Work with Application Security* screen.

Copy User Security

To speed setup, user security can be copied to set up additional users. To use this feature, type a "3" in the ***Opt*** field associated with the user you want to copy, and press **<Enter>**. You will see a screen like the following:

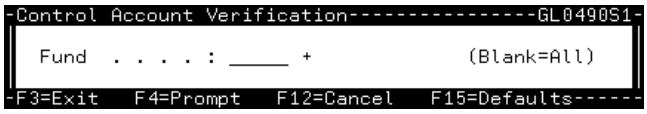


Enter the sign-on name of the user whose profile you are creating and select **<Enter>**. The user now has the same application security as the original user whose security profile you copied. You can make changes as needed to tailor security for the new user.

Control Account Verification

This option will produce a report of all control accounts for the fund you specify. It can be used to find discrepancies between the control accounts that should be associated with a fund and the ones that are actually associated with it. It also documents whether the default information

entered in *Work with Control Account Defaults* has been loaded for each control account, and whether the actual general ledger account for that control account type has been created. When you select this option, you will see the following screen:



Use the prompt to select a specific fund, or leave this field blank to report on all funds. Press **<Enter>** to submit the report. See the following for an example of the report.

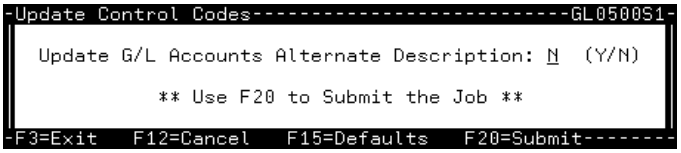
New World Systems — FINANCIAL MANAGEMENT — PAGE 1
DATE 7/21/08 — CONTROL ACCOUNT VERIFICATION LISTING — GL0490
TIME 13:06:16 — LEMIEUX

FUND	DESCRIPTION	ACCOUNT TYPE	ACCOUNT	CONTROL DEFAULTS LOADED	ACCOUNTS CREATED	ACCOUNT STATUS
101	GENERAL FUND	RevCntl	3000.ZZ	YES	YES	Active
		ExpCntl	4000.ZZ	YES	YES	Active
		EstRev	3010.ZZ	YES	YES	Active
		Approprtns	4010.ZZ	YES	YES	Active
		EncCntl	2440.ZZ	YES	YES	Active
		ResEncCntl	2442.ZZ	YES	YES	Active
		BudFundBal	BUD.BAL	YES	YES	Active
		Cash Acct	10.11	YES	YES	Active
		A/P Acct	20.20	YES	YES	Active
		A/R Acct	11.50	YES	YES	Active
		F/B Acct	25.32	YES	YES	Active
		P/YResEnc	24.41	YES	YES	Active
		P/YEncCont	PY.CTL	YES	YES	Active

FUND RECORDS . : 13
TOTAL RECORDS . : 13
TOTAL FUNDS . . : 1

Update Control Codes

This option must be used any time a change is made to your general ledger account structure. This does not include adding, changing, or deleting accounts within your existing structure, although running it after these changes will not cause any damage. When you select this option, you will see the following screen:



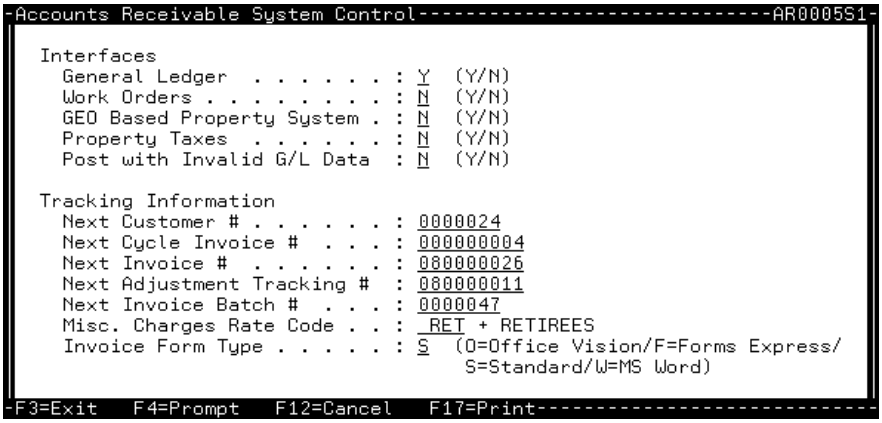
Press **<F20>**. Once the job completes, you can go into *Work with Spooled Files* on the *System Services Menu*. When you release the job, it will go to the printer.

Chapter 3
Accounts Receivable

System Control File Maintenance

The *System Control Maintenance* option defines the way your *Accounts Receivable System* will work for your organization or company. From the *System Administrator Main Menu*, select *System Control File Maintenance* to go to the first *Accounts Receivable System Control* screen.

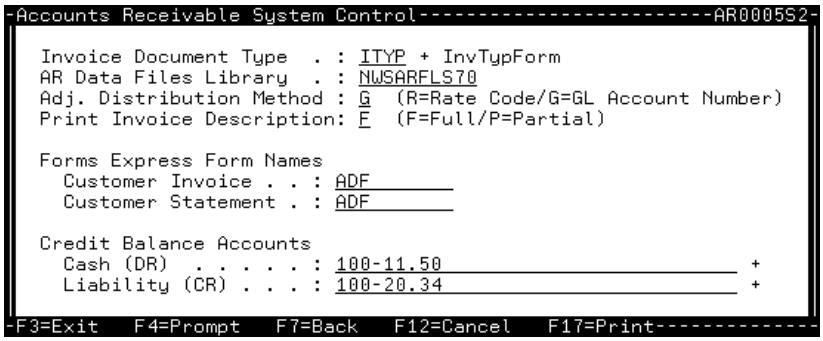
See the following table for a description of the fields on this screen.



Description of Data Fields within the Accounts Receivable System Control screen AR0005S1	
Field	**Value**
General Ledger	Set this field to Yes if Accounts Receivable is interfaced to General Ledger.
Work Orders	Set this field to Yes if Accounts Receivable is interfaced to Work Orders.
GEO Based Property System	Set this field to Yes if Accounts Receivable is interfaced to GEO Based Property System.
Property Taxes	Set this field to Yes if Accounts Receivable is interfaced to Property Taxes.
Post with Invalid G/L Data	Set this field to Yes to post Accounts Receivable transactions to Work with Journals even if the G/L account data is invalid. For regular processing, this is usually not selected.

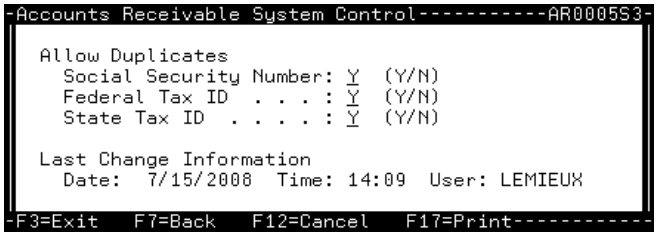
Description of Data Fields within the Accounts Receivable System Control screen AR0005S1	
Field	**Value**
Next Customer #	When a new customer is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary, but it cannot be changed on the Add Customer screen.
Next Cycle Invoice #	When a new cycle invoice is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary. Some users choose to use the first 2 digits of this number to reflect the fiscal year. If this is done, then it will have to be manually changed at the beginning of each fiscal year.
Next Invoice #	When a new invoice is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary. Some users choose to use the first 2 digits of this number to reflect the fiscal year. If this is done, then it will have to be manually changed at the beginning of each fiscal year.
Next Adjustment Tracking #	When a new adjustment is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary. Some users choose to use the first 2 digits of this number to reflect the fiscal year. If this is done, then it will have to be manually changed at the beginning of each fiscal year.
Next Invoice Batch #	When a new invoice batch is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary. Some users choose to use the first 2 digits of this number to reflect the fiscal year. If this is done, then it will have to be manually changed at the beginning of each fiscal year.
Misc. Charges Rate Code	Use the prompt to select which rate code will be used as the Miscellaneous Rate Code. For most of the invoices that are billed regularly, an invoice type will be set up which will determine what accounts are charged for the invoice. For invoices that are not done on a regular basis, the Miscellaneous Code is used, and the system allows the user to manually key in the general ledger information. This is where we tell the system which code we would like to act as our "Miscellaneous Code."
Invoice Form Type	Enter the type of invoice form that is being used. Choices are **O**ffice Vision, **F**orms Express, **S**tandard, or Microsoft **W**ord. Most users will choose **S**tandard.

Make your entries and press **<Enter>** to advance to the screen AR0005S2.



Description of Data Fields within the Accounts Receivable System Control screen AR0005S2	
Field	**Value**
Invoice Document Type	Enter the invoice document type code associated with the format that will be used to print the invoices created in the Accounts Receivable module.
AR Data Files Library	Enter the name of the library where the Accounts Receivable data files will be kept. In most cases, this will be NWSARFLS.
Adj. Distribution Method	Adjustment Distribution Method is used when entering AR adjustments to determine which GL accounts to use for the adjustments. R=Rate Code - The adjustment will inherit the GL Distribution from the rate code associated to the invoice item. G=GL Account - The adjustment will inherit the GL Distribution from the original invoice.
Print Invoice Description	Invoices can contain up to three lines of descriptions. F=Full will print all 3. P=Partial will print the first line only.
Customer Invoice	If you are using Forms Express, enter the name of the Forms Express form that will be used for customer invoices, otherwise leave this field blank. If the invoice form on the previous screen is a Forms Express form, this field is mandatory.
Customer Statement	If you are using Forms Express, enter the name of the Forms Express form used for customer statements, otherwise leave this field blank. If the invoice form on the previous screen is a Forms Express form, this field is mandatory.
Cash (DR)	Use the prompt to select the general ledger cash account that will be used to offset the liability created as a result of customer overpayments, prepayments, etc.
Liability (CR)	Use the prompt to select the general ledger account that will be used to record the liability that is created as a result of customer overpayments, prepayments, etc.

Make your entries and press **<Enter>** to advance to the screen AR0005S3.



Description of Data Fields within the Accounts Receivable System Control screen AR0005S3	
Field	**Value**
Social Security Number	Set this field to Yes and duplicate Social Security Numbers can be added to the system.
Federal Tax ID	Set this field to Yes and duplicate Federal Tax ID numbers can be added to the system.
State Tax ID	Set this field to Yes and duplicate State Tax ID numbers can be added to the system.

Work with Table Entries

See the *Application Utilities* manual for information regarding Table Entries.

Work with User/Invoice Type Security

This screen enables system administrators to set up security within the Accounts Receivable module. Security is set up by invoice type, with users given authorization to one, several, or all invoice types. When you select this option, you will see a screen like the following:

```
City of Euclid                                                    AR0660S1
                    Work with User/Invoice Type Security

Type options, press Enter.                                  Reset: _________
 2=Change    4=Delete

Opt User       Code Description              Class.     Frequency  Category
__  CHAPMAN    *ALL *ALL
__  CHEN       *ALL *ALL
__  HUNTER     *ALL *ALL
__  JOHNSON       1 RETIREE'S INSURANCE      Retiree's  Annually   CYCLE
__  KELLER        1 RETIREE'S INSURANCE      Retiree's  Annually   CYCLE
__  LOGOS60    *ALL *ALL
__  MCKINNEY      1 RETIREE'S INSURANCE      Retiree's  Annually   CYCLE
__  MOLNAR        1 RETIREE'S INSURANCE      Retiree's  Annually   CYCLE
__  NIKKILA    *ALL *ALL
__  PAPESH     *ALL *ALL
__  RAJIC         1 RETIREE'S INSURANCE      Retiree's  Annually   CYCLE
__  STEIN      *ALL *ALL
__  WUTZKE     *ALL *ALL
                                                                    Bottom
 F3=Exit    F6=Add    F12=Cancel    F17=Print
```

Add User Security

To add a new employee and assign security, press **<F6>** on the screen above. You will see the following screen:

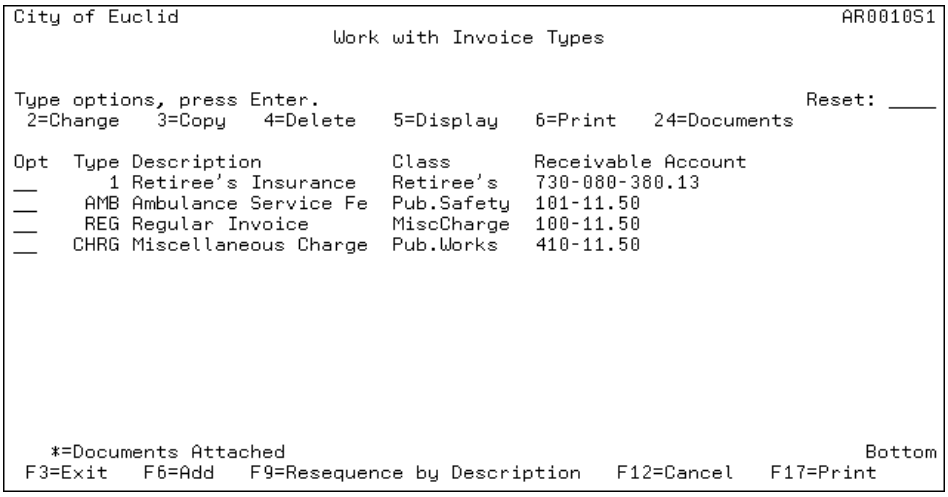
```
-Add User Security----------AR0670S1-
  User Profile: _________
  Invoice Type: ____ +
-F3=Exit   F4=Prompt   F12=Cancel----
```

Description of Data Fields within the Add User Security screen	
Field	**Description**
User Profile	**This field is mandatory.** Enter the name that the user enters to sign on to the AS/400.
Invoice Type	**This field is mandatory.** Use the prompt to select the invoice type to which this user will have authorization, or type ***ALL** to allow the user access to all invoice types.

Press **<Enter>** to add the user. The same user must be added multiple times if s/he is authorized to multiple invoice types.

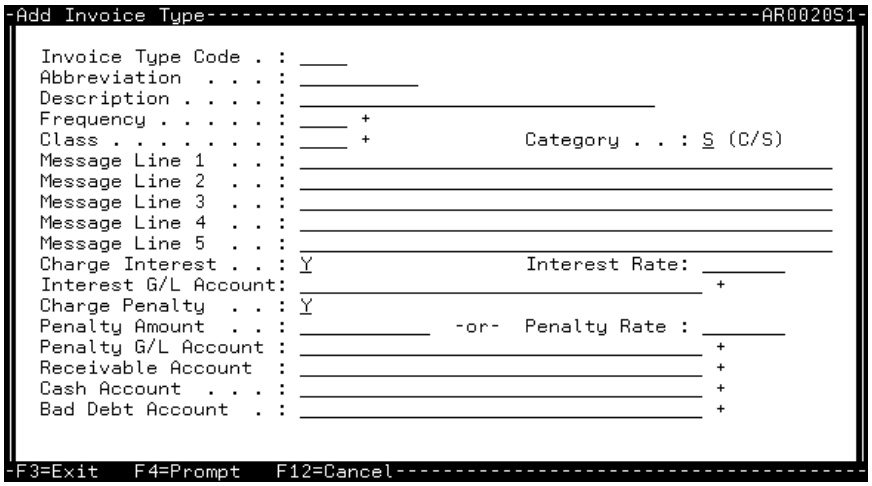
Work with Invoice Types

This screen enables system administrators to set up and maintain the invoice types their organization will use in the Accounts Receivable module. Each invoice batch is assigned an invoice type. The invoice types group similar invoices in the system. When you select *Work with Invoice Types*, you will see a screen like the following:



Add an Invoice Type

If a new invoice type needs to be added, press **<F6>** from *Work with Invoice Types*. You will see the following screen:



Description of Data Fields within the Add Invoice Type screen	
Field	**Value**
Invoice Type Code	**This field is mandatory.** Enter up to a four-character code to define the invoice type.
Abbreviation	**This field is mandatory.** Enter an abbreviation of the description of the invoice type. It should make the type easy to recognize, as it may be the only description to appear on certain screens and reports throughout the module.

Description of Data Fields within the Add Invoice Type screen	
Field	**Value**
Description	**This field is mandatory.** Type a description of the invoice type. The maximum length is 30 characters.
Frequency	**This field is mandatory** if **Cycle** is chosen as the **Category** type. If this is a cycle invoice (that is, generated repeatedly for a given time interval), use the prompt to select the frequency of the cycle. Options include weekly, monthly, etc.
Class	**This field is mandatory.** The class is used to group invoice types together. Use the prompt to select the class for this invoice type.
Category	**This field is mandatory.** Select whether invoices of this type are repeated for a given time interval (**Cycle**) or issued only once (**Standard**). Standard is selected as the default. A standard invoice might be one that is not done on a regular basis, such as lawn cutting for high weeds. A cycle invoice is one that is done on a regular basis, such as airport hangar rental where the same customers are sent a bill once a month.
Message Lines 1-5	These lines can be used to enter a message that will be printed on any invoice that uses this invoice type. Possible messages might be the remittance address or a statement such as "Invoice Payable upon Receipt."
Charge Interest	Set this field to Yes if this invoice type will charge interest on late payments.
Interest Rate	**This field is mandatory** if the **Charge Interest** field is set to Yes. The rate should be entered as a four-digit decimal. The rate will be used to calculate the interest due on an overdue amount.
Interest G/L Account	**This field is mandatory** if the **Charge Interest** field is set to Yes. Use the prompt to select the account that will be used to record the interest revenue for this invoice type.
Charge Penalty	Set this field to Yes if this invoice type will charge a penalty on overdue amounts.
Penalty Amount or Penalty Rate	**One of these fields is mandatory** if the **Charge Penalty** field is set to Yes. Use either the **Penalty Amount** field to assign a flat amount or the **Penalty Rate** field to assign a percentage that will be used to calculate the penalty. If the rate option is used, the rate must be entered as a four-digit decimal.
Penalty G/L Account	**This field is mandatory** if the **Charge Penalty** field is set to Yes. Use the prompt to select the account that will be used to record the penalty revenue for this invoice type.
Receivable Account	**This field is mandatory.** Use the prompt to select the account that will be used to record transactions in the Accounts Receivable system that affect a receivable account. When invoices are posted, they will credit the revenue account listed on the Invoice Rate Code, and debit the Receivable Account listed here on the Invoice Type. When cash payments are received against an invoice, the system will debit the Cash account listed on the Invoice Type, and will credit the Receivable Account listed here.

Description of Data Fields within the Add Invoice Type screen	
Field	**Value**
Cash Account	**This field is mandatory.** Use the prompt to select the account that will be used to record transactions in the Accounts Receivable system that affect a cash account. When cash payments are received against this Invoice Type, this is the cash account that will be debited.
Bad Debt Account	**This field is mandatory.** Use the prompt to select the account that will be used to record the bad debt expense amount when invoices are written off the system.

Work with Invoice Rate Codes

This option enables the system administrator to set up and maintain invoice rates that will be used in the Accounts Receivable module. When invoices are added, an Invoice Type is selected, then any number of Invoice Rate Codes can be added to that invoice to determine what is charged. For example, you may bill a customer under an ***Invoice Type*** of Code Violation, and include 3 different ***Rate Codes*** on their invoice for Cut High Weeds, Refuse Removal, and Board Open Windows.

When you select this option, you will see the following screen:

```
City of Euclid                                                  AR0070S1
                        Work with Invoice Rate Codes

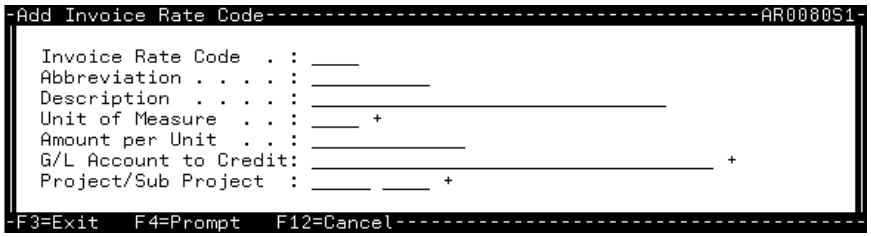
Type options, press Enter.                                      Reset: ____
 2=Change    4=Delete    5=Display    6=Print

Opt Code    Description                      Abbreviation          Amount/Unit
__    AMB   Ambulance Fees                   Ambulance           180.0000    EA
__    RET   RETIREES INSURANCE PAYMENT       RETIREES             69.1200  ANNL
__   WKBT   Work Boots                       WKBT                 50.0000    EA

                                                                        Bottom
 F3=Exit    F6=Add    F9=Resequence by Description    F12=Cancel    F17=Print
```

Add an Invoice Rate Code

Administrators can add whatever rate codes are required by their organization. From the *Work with Invoice Rate Codes* screen, select the **Add** option. You will see the following screen:

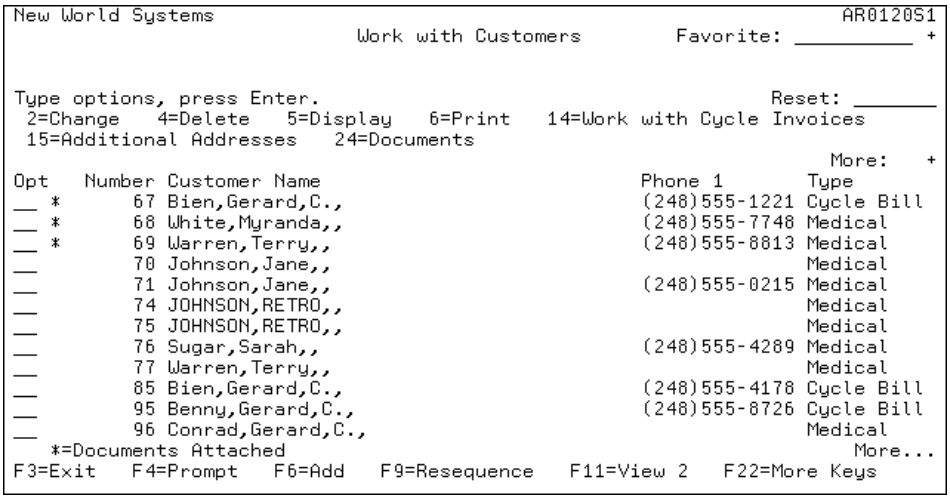


Description of Data Fields within the Add Invoice Rate Code screen	
Field	**Value**
Invoice Rate Code	**This field is mandatory.** Enter up to a four-character code to define the invoice rate code.
Abbreviation	**This field is mandatory.** Enter an abbreviation of the description of the invoice rate code. It should make the rate easy to recognize, as it will be the only description to appear on certain screens and reports throughout the module.
Description	**This field is mandatory.** Type a description of the invoice rate code. The maximum length is 30 characters.
Unit of Measure	Use the prompt to select the code for the unit of measure that applies to this invoice rate. Examples may include Each, Box, or Gross.
Amount per Unit	Enter the cost per unit for items using this invoice rate. This amount should be entered in dollars. This field should be used only if this rate is consistently used in billing, and it will be dropped automatically onto invoices. If there is not a standard rate for this type of charge, then this field should be left blank.
G/L Account to Credit	**This field is mandatory.** Use the prompt to select the account that will be used to record the credit or revenue account for this rate code.
Project/Sub Project	If this revenue is always related to the same Project/Sub Project, enter that code here. When invoices are billed using this invoice rate code, a transaction will be recorded against the Project/Sub Project.

Complete the fields and press **<Enter>** to add the rate code.

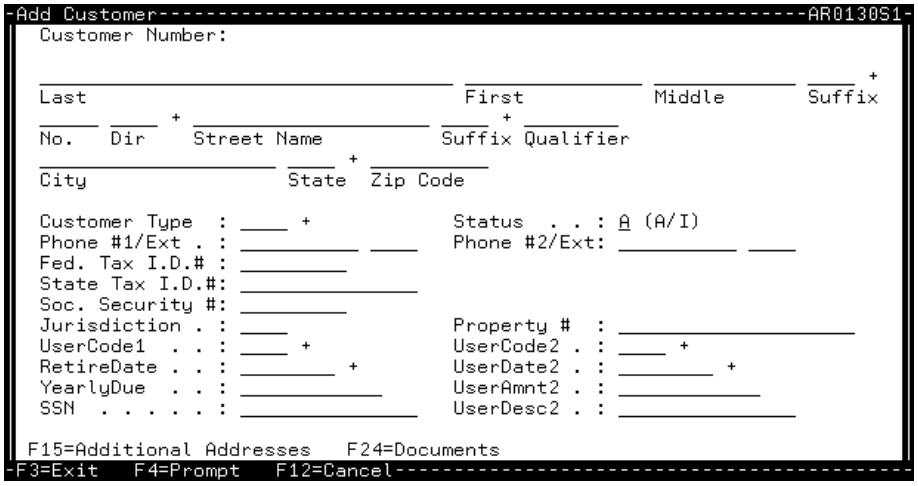
Work with Customers

This option enables administrators to maintain customers in the Accounts Receivable module. Cycle invoices can also be assigned to customers using this option. When you select *Work with Customers*, you will see a screen like the following:



Add a Customer

Before you can bill a customer, it must first be set up in the system. From *Work with Customers*, press **<F6>**. You will see a screen like the following:



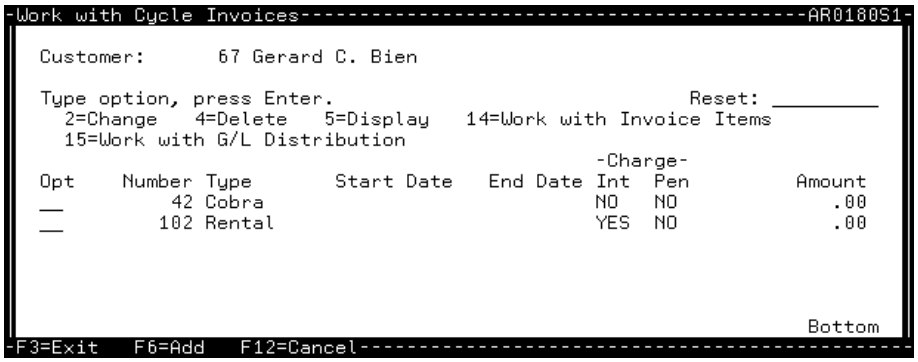
Description of Data Fields within the Add Customer screen	
Field	**Value**
Customer Number	The system will assign this value. Since this number uniquely identifies the record, it cannot be changed.
Name	**The Last Name is mandatory.** Type the customer name using these fields.
Address	**The Street Name is mandatory.** Type the components of the street address.

Description of Data Fields within the Add Customer screen	
Field	**Value**
Customer Type	**This field is mandatory.** Use the prompt to select the customer type from Table #3. This table is populated entirely by your organization. See **Work with Tables** in this section if you have not added values to this table.
Status	**This field is mandatory. Active** is selected by default. It is possible to have **Inactive** customers as well.
Phone/Extension	Up to two phone numbers and extensions may be entered.
Federal Tax ID #	Enter the customer's nine-digit Federal Tax ID number. The number must be entered without delimiters.
State Tax ID #	Enter the customer's State Tax ID number. This field can hold up to fifteen characters.
Social Security #	Enter the customer's nine-digit Social Security number. The number must be entered without delimiters.
Jurisdiction	Use the prompt to select the jurisdiction or property venue number. If the System Control fields "Interface to GEO Property System" and "Interface to Property Taxes" are selected, then this field and the **Property #** field will be used to transfer unpaid balances for this customer to the property tax system. If not interfaced, then this field will not be promptable.
Property #	Enter the property number associated with this customer. The field is promptable if the "Interface to GEO Property System" field in System Control is set to Yes.
User Code/Date/Amount/ Description 1 & 2	These fields are User Defined and provided so that you may further customize the Accounts Receivable customer screen to fit the specific needs of your organization.

Complete the fields and press **<Enter>** to add the customer.

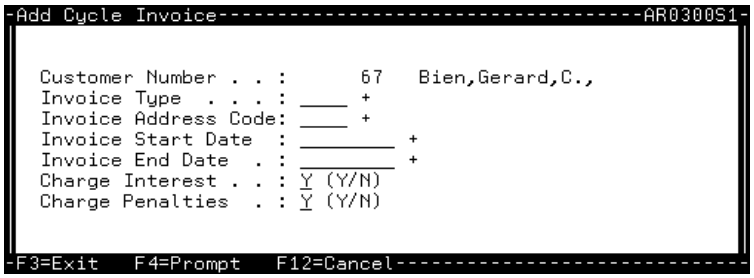
Work with Cycle Invoices

This option enables the administrator to maintain the cycle invoice information associated with a customer. The information entered here will be used to create actual invoices in *Work with Invoices*. Type a "14" in the ***Opt*** field associated with an invoice and press **<Enter>**. You will see a screen like the following:



Add/Change a Cycle Invoice

Administrators have the ability to add or change cycle invoices for a customer. When you press **<F6>** from *Work with Cycle Invoices*, you will see a screen like the following:



Description of Data Fields within the Add Cycle Invoice screen	
Field	**Value**
Invoice Type	**This field is mandatory.** Use the prompt to select the invoice type for the cycle invoice.
Invoice Address Code	Use the prompt to select the customer address that will be used on the invoice.
Invoice Start Date	Enter the starting date for this type of cycle invoice for this customer. When cycle invoices are created, the system will look at this date to determine if this cycle invoice is in effect for this customer at the time the invoice is being created. If the invoice batch date is outside the date range for ***Invoice Start Date*** and ***Invoice End Date***, then no cycle invoice will be created for this customer.
Invoice End Date	Enter the ending date for this type of cycle invoice for this customer. If this invoice is to be charged to the customer indefinitely, then leave this field blank. If you know that after a certain date, this customer will not longer be billed for this type of cycle invoice, enter the date on which these billings for this customer should end.

Description of Data Fields within the Add Cycle Invoice screen	
Field	**Value**
Charge Interest	If this field is set to Yes, interest will be calculated and applied to this invoice if it is not paid by the due date.
Charge Penalties	If this field is set to Yes, penalties will be calculated and applied to this invoice if it is not paid by the due date.

Press **<Enter>** to add the cycle invoice. The Change option will offer the same screen, except the invoice type cannot be changed.

Work with Invoice Items

Items attached to the cycle invoice can be added or changed using this option. From the *Work with Cycle Invoices* screen, type a "14" in the ***Opt*** field associated with a the cycle invoice and press **<Enter>**. You will see a screen like the following:

```
-Work with Invoice Items-------------------------------------------AR0210S1-

  Invoice Number:         42
  Customer  . . :       67 Bien,Gerard,C.,

  Type option, press Enter.                 Invoice Total:              .00
    2=Change    4=Delete    5=Display

  Opt Rate Description             Amount/Unit      Quantity          Total
  __     CT Medical Plan 1         .0000              1.0000          .0000
  __     C8 Dental Plan 1 -        .0000              1.0000          .0000


                                                                      Bottom
-F3=Exit    F6=Add    F12=Cancel---------------------------------------------
```

The existing invoice items will be listed. To add an invoice item, select the **Add** option. You will see the following screen:

```
-Add Invoice Item-------------------------------AR0220S1-

  Rate Code . . . . : ____ +
  Description Line 1: ________________________________
  Description Line 2: ________________________________
  Description Line 3: ________________________________
  Unit of Measure . : ____ +
  Amount per Unit . : _____________ (4 dec.)
  Quantity  . . . . : _____________ (4 dec.)

-F3=Exit    F4=Prompt    F12=Cancel-----------------------
```

Description of Data Fields within the Add invoice Item screen	
Field	**Value**
Rate Code	**This field is mandatory.** Use the prompt to select the invoice rate code for the item.

Description of Data Fields within the Add invoice Item screen	
Field	**Value**
Description Lines 1-3	**Line 1 is mandatory.** Enter a description if the invoice item.
Unit of Measure	Use the prompt to select the unit that represents how the item is measured. Options include **Each**, **Box**, and **Gross**.
Amount per Unit	Enter the cost of one unit of this item. This field uses four decimal places.
Quantity	Enter the quantity of the item ordered on this invoice. This field uses four decimal places.
Work Service Order	This field will be displayed only if interfaced to Work Orders in System Control. It is used to enter the work order number and repair code associated with this invoice.

Complete the fields and press **<Enter>** to add the invoice item.

Work with G/L Distribution

This option enables the user to work with the G/L distributions associated with this invoice. To work with G/L distributions, from the *Work with Cycle Invoices* screen, type a "15" in the ***Opt*** field associated with the cycle invoice and press **<Enter>**. You will see a screen like the following:

```
-Work with General Ledger Distribution----------------------------AR0240S1-

  Invoice Number:        42
  Customer  . . :      67 Bien,Gerard,C.,

  Type option, press Enter.        Total Distribution:            .00
    2=Change    4=Delete

  Opt  G/L Account Number                    Project      Dist. Amount
  __   101.000 667.000                                            .00
  __   101.920 724.000                                            .00


                                                                Bottom
-F3=Exit    F6=Add    F12=Cancel-------------------------------------------
```

The existing G/L distributions will be listed. Select the **Add** option to create a distribution. You will see a screen like the following:

```
-Add General Ledger Distribution----------------------------------AR0250S1-

  Distribution Amount . : _____________
  General Ledger Account: ____________________________________ +
  Project/Sub Project . : _____ ____ +

-F3=Exit    F4=Prompt    F12=Cancel-------------------------------------------
```

Description of Data Fields within the Add General Ledger Distribution screen	
Field	**Value**
Distribution Amount	**This field is mandatory.** This field contains the total dollar amount associated with this G/L Distribution for this invoice. The amount should be entered with two decimal places (i.e. $1,256.33 should be entered as "1256.33").
General Ledger Account	**This field is mandatory.** Use the prompt to select the G/L account number associated with the distribution amount. This account will be used to record the credit or revenue account for this invoice.
Project/Sub Project	If applicable, use the prompt to select the project/sub project associated with this account.

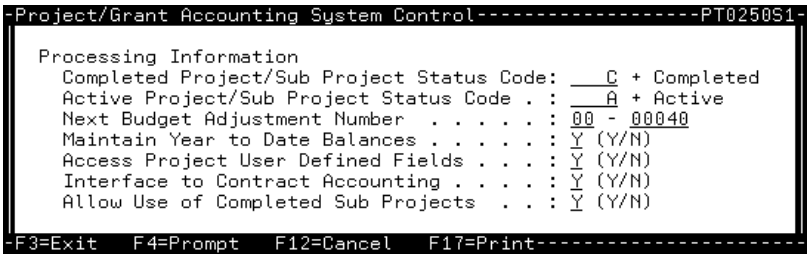
Complete the fields and press **<Enter>** to add the G/L distribution.

Chapter 4
Project/Grant Accounting

System Control File Maintenance

The *System Control Maintenance* option defines the way your *Project/Grant Accounting System* will work for your organization or company. From the *System Administrator Main Menu*, select *System Control File Maintenance* to go to the *Project/Grant Accounting System Control* screen.

See the following table for a description of the fields on this screen.



Description of Data Fields within the Project/Grant Accounting System Control screen	
Field	**Description**
Completed Project/Sub-Project Status Code	Use the prompt to select the code that indicates that the project is competed. If this code matches the one entered in Work with Projects, then this project will be excluded from the Initialize Budget process.
Active Project/Sub-Project Status Code	Use the prompt to select the code that indicates that the project is active.
Next Budget Adjustment Number	When a new budget adjustment is added to the system, it will be assigned the number displayed here. This value is maintained by the system to make sure there is no duplicate numbering. Users can change the value in this field, if necessary.
Maintain Year-to-Date Balances	If this field is set to Yes, year-to-date totals of actual and budgeted revenues can be maintained for all sub-projects. If it is not selected, these totals are display only.
Access Project User-Defined Fields	If this field is set to Yes, the Work with Projects screen will contain an **Additional Information** option to access user-defined fields.
Interface to Contract Accounting	Set this field to Yes if the Project/Grant Accounting module is interfaced to the Contract Accounting module.

Description of Data Fields within the Project/Grant Accounting System Control screen	
Field	**Description**
Allow Use of Completed Sub-Projects	Set this field to Yes if sub-projects can be used in transactions after they have been closed.

Grants and Projects

For in-depth information regarding grants and projects, see the *Project/Grant Accounting* manual. For information on tables, see the *Application Utilities* manual.

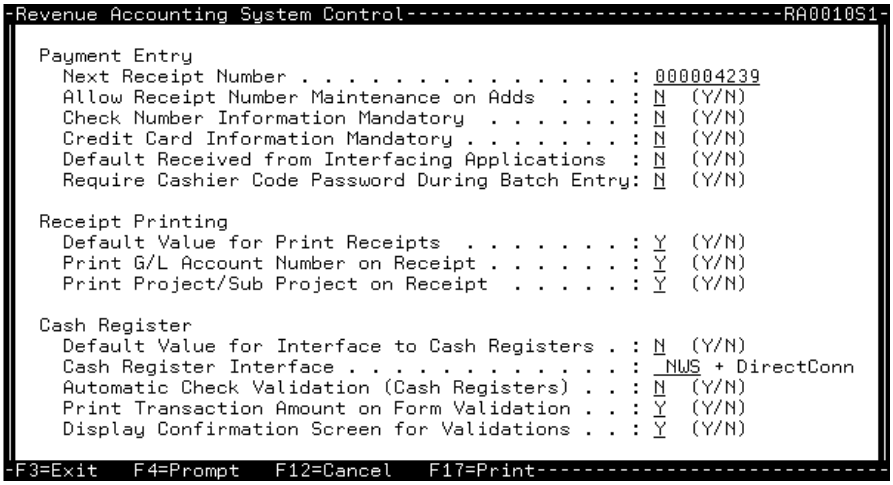
Chapter 5
Revenue Accounting

System Control Maintenance

System Control Maintenance Overview

How things are set up in *System Control Maintenance* will determine how the system will operate at your organization. *System Control Maintenance* setup allows you to determine what defaults your users will see, what interfaces to other parts of the system are used, and what fields will be seen and used in transactions. A thorough and careful setup will make user processing more efficient and accurate.

From the *Revenue Accounting Main Menu* select *System Administrator Menu*. From the *System Administrator Menu*, select *System Control Maintenance*. You will see a screen like the following:

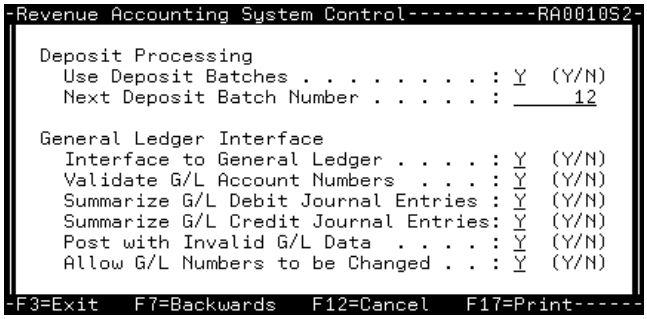


Description of Data Fields within the Revenue Accounting System Control screen RA0010S1	
Field	**Description**
Next Receipt Number	This will determine what is the next receipt number that the system will assign when adding receipts. This number is often changed at the beginning of each fiscal year so that the first two digits of the number reflect the current fiscal year.

Description of Data Fields within the Revenue Accounting System Control screen RA0010S1	
Field	**Description**
Allow Receipt Number Maintenance on Adds	This will determine whether or not the user will have the ability to override the system-assigned receipt number. **Note: New World does not recommend giving this ability to users.**
Check Number Information Mandatory	If this field is set to Yes, the system will force the user to enter a check number whenever "Check" is chosen as the payment method.
Credit Card Information Mandatory	If this field is set to Yes, the system will force the user to enter credit card information whenever "Credit Card" is chosen as the method of payment. Credit card numbers are for information purposes only.
Default Received from Interfacing Applications	If the receipt is associated with an interfacing application (such as Utilities, Property Taxes, or Accounts Receivable), set this field to Yes if you would like the customer name from the interfacing application to appear in the **Received from** field on the receipt.
Require Cashier Code Password During Batch Entry	If this field is set to Yes, the cashier will need to provide a password when a batch is entered.
Default Value for Print Receipts	This is the default for the field that will appear when users enter Work with Receipts - Cash Drawer. The field determines whether or not a receipt will print on the regular printer, and is not related to whether a receipt will be printed on the cash register. If you are using cash registers, the entry in this field is irrelevant for that location, as the cash register will automatically print a receipt.
Print G/L Account Number on Receipt	Revenue Accounting must be interfaced to General Ledger in order to choose this option. Users can select the **Interface to General Ledger** option on the second screen of **System Control Maintenance**.
Print Project/Sub Project on Receipt	Setting this field to Yes will include the project/sub project associated with the credit GL account code on the cash receipt. No will not include it.
Default Value for Interface to Cash Registers	Set this field to Yes if your revenue accounting system is interfaced to cash registers.
Automatic Check Validation (Cash Registers)	You must have selected the ***Interface to Cash Registers*** field in order to select this field. It will tell the system to prompt the user to insert the check for validation whenever the check payment method is used.
Print Transaction Amount on Form Validation	This field will tell the system whether or not transaction amounts should be included in what is printed during a form validation.

Description of Data Fields within the Revenue Accounting System Control screen RA0010S1	
Field	**Description**
Display Confirmation Screen for Validations	This field indicates if a confirmation screen will appear telling the cashier to insert a check or form into the cash register for validation.

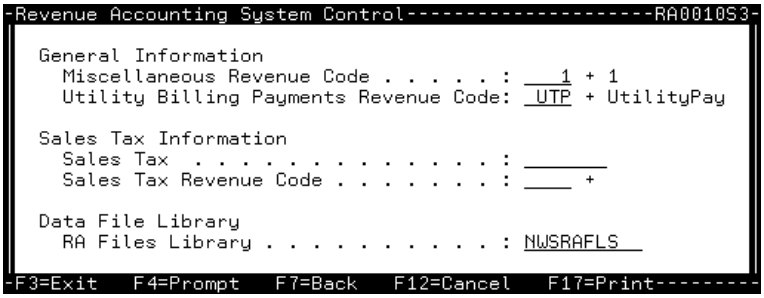
When you press **<Enter>** to continue through *System Control Maintenance*, you will see the following screen:



Description of Data Fields within the Revenue Accounting System Control screen RA0010S2	
Field	**Description**
Use Deposit Batches	If this field is set to Yes, the user will be able to group receipts into batches.
Next Deposit Number	This indicates the number of the next deposit batch. The system will automatically increment this value, but it may be changed here.
Interface to General Ledger	If this field is set to Yes, journals will be created in the general ledger when updated from the Revenue Accounting module.
Validate G/L Account Numbers	If this field is set to Yes, the system will verify that general ledger account numbers entered are valid. If the numbers are not valid, then the user will receive a message and will not be able to exit the Work with General Ledger Distribution screen until the number is corrected.
Summarize G/L Debit and Credit Journal Entries	These fields will determine whether transactions made to the same G/L account numbers will be summarized together when the journal entry to the G/L is created. Most organizations summarize the debit entries so that numerous hits to the same cash accounts do not appear. Most organizations do not summarize the credit entries so the revenue account hit for each transaction is displayed.

Description of Data Fields within the Revenue Accounting System Control screen RA0010S2	
Field	**Description**
Post with Invalid G/L Data	If this field is set to Yes, users can create and post a journal with an invalid account number. Most organizations do not ste this field to Yes; it is generally used only in situations where revenue accounting is being used as a stand-alone module.
Allow G/L Numbers to Be Changed	If this field is set to Yes, the user will have the ability to change the G/L distribution on a receipt from what was entered as the distribution on the revenue code. If it is set to No, the **F15=G/L Distribution** option will show the user only what the distribution is, and will not allow it to be changed from what was entered on the revenue code.

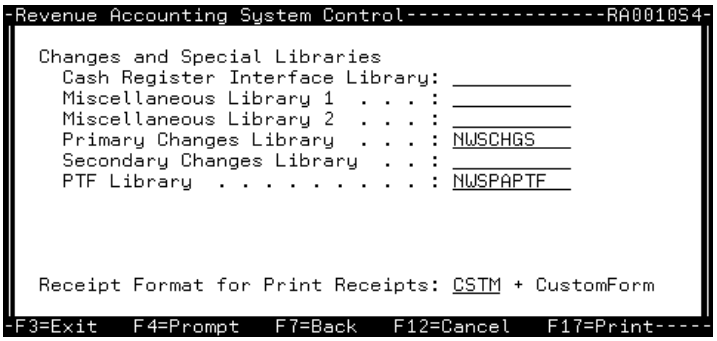
When you have selected from this list all the options your setup requires, press **<Enter>**. You will see the following screen:



Description of Data Fields within the Revenue Accounting System Control screen RA0010S3	
Field	**Description**
Misc. Revenue Code	This field tells the system which code will be used for miscellaneous receipts. When this code is used, the system will automatically bring the user into a screen that will require him or her to enter a debit and a credit account for the transaction. This is to be used for transactions that are not made often enough to warrant setting up a revenue code with their own G/L distribution. Users should not confuse this with the revenue code that most organizations set up to actually hit their miscellaneous revenue account in the general ledger. That will be set up as a regular revenue code, and will hit that specific account. This miscellaneous revenue code will be used for general ledger distributions that will be used infrequently and that do not have a revenue code set up.
Utility Billing Payments Revenue Code	The entry in this field will default into the Revenue Code field when processing Lockbox transactions.

Description of Data Fields within the Revenue Accounting System Control screen RA0010S3	
Field	**Description**
Sales Tax	Type the sales tax used in your area. The tax must be typed as a decimal; for example, type .06 for 6 percent.
Sales Tax Revenue Code	The sales tax revenue code will be used for revenue codes that will collect sales tax on their receipts. If, when a revenue code is set up, it is defined as taxable, whenever that revenue code is used, the system will automatically calculate the sales tax according to this rate and charge it to this sales tax revenue code.
RA Files Library	Type the data files library that your system uses for revenue accounting. Usually the Revenue Accounting files library is NWSRAFLS, but this may be different if your New World Systems' libraries are named differently or if you are using a test system.

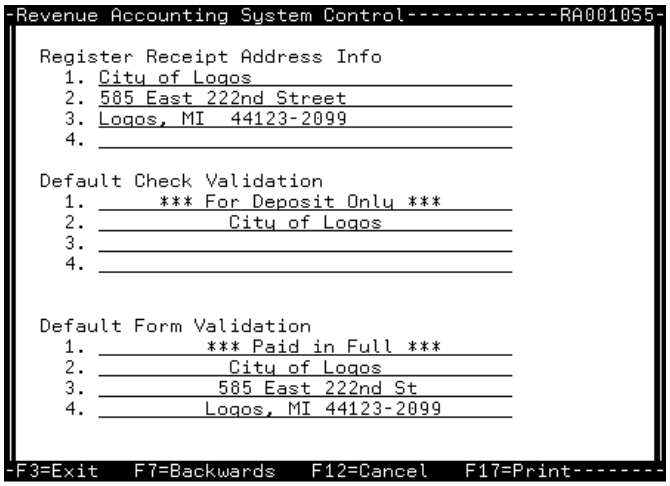
When you have selected from this list all the options your setup requires, press **<Enter>**. You will see the following screen:



Description of Data Fields within the Revenue Accounting System Control screen RA0010S4	
Field	**Description**
Cash Register Interface Library	Enter the name of the library where your Cash Register Interface program exists.
Miscellaneous Library 1 and 2	Enter the name of an additional library that contains programs required to use Revenue Accounting.
Primary Changes Library	Type any changes library that the system should load in order to use revenue accounting. Usually this library is NWSCHGS.
Secondary Changes Library	Type any secondary changes library that the system should load in order to use revenue accounting.

Description of Data Fields within the Revenue Accounting System Control screen RA0010S4	
Field	**Description**
PTF Library	Enter the name of your PTF library, usually NWSPAPTF.
Receipt Format for Print Receipts	Specify the default value users should see for printed receipt format.

When you have selected from this list all the options your setup requires, press **<Enter>**. You will see the following screen:



Description of Data Fields within the Revenue Accounting System Control screen RA0010S5	
Field	**Description**
Register Receipt Address Info	Type the address that should appear at the top of receipts printed from the system.
Default Check Validation	This is the default for what will print on the check when it is placed in the machine to be validated. This value will be overridden if a validation is entered under the bank account in *Work with Bank Accounts*.
Default Form Validation	This is the default for what will print on the form when it is placed in the machine to be validated. This will be overridden if a form validation is entered on the revenue code.

When you have selected from this list all the options your setup requires, press **<Enter>** to save your work and exit *System Control Maintenance*.

Work with Tables

For information regarding using tables, see the *Application Utilities* manual.

Revenue Codes

A supervisor will need to set up the revenue codes that users may select from in their transactions. To set up revenue codes, go to the *System Administrator Menu*. Select *Work with Revenue Codes*. You will see the following screen:

```
New World Systems                                                    RA0030S1
                          Work with Revenue Codes


Type options, press Enter.                                      Reset: ____ +
 2=Change    4=Delete    5=Display    6=Print    15=Work with G/L Distributions
                                                                More:    + -
                                                 Bank        Interfacing
Opt Code Description                      Abbrev.    Account     Application  Sts
__  ANM1 ANIMAL SHELTER DONATIONS         ANM1       Bank One                  A
__  ANM2 County Dog Licenses              ANM2       Bank One                  A
__  ANM3 Lease-Lakeland Animal Clinic     ANM3       Bank One                  A
__  AR60 Accounts Receivable 6.0          AR 60      AP-US Bank A.R. 6.0       A
__  BL01 BUILDING PERMITS                 BL01       Bank One                  A
__  BL02 Bldg Permits-Residential         BL02       Bank One                  A
__  BL03 Bldg Official Services-Residen   BL03       Bank One                  A
__  BL04 Engineering Services-Residentl   BL04       Bank One                  A
__  BL05 DRIVEWAY PERMITS                 BL05       Bank One                  A
__  BL06 City Inspection Fees-Residentl   BL06       Bank One                  A
__  BL07 R. V. REGISTRATION               BL07       Bank One                  A
__  BL08 FINAL FEES                       BL08       Bank One                  A
                                                                        More...
F3=Exit    F4=Prompt    F6=Add    F9=Resequence by Desc.    F12=Cancel    F22=More
```

Add a Revenue Code

To add a revenue code from the *Work with Revenue Codes* screen, press **<F6>**. You will see a screen like the following:

```
-Add Revenue Code-------------------------------------------RA0040S1-

  Revenue Code . . . . . : ____
  Description  . . . . . : ______________________________
  Abbreviation . . . . . : __________
  Default Amount . . . . : ____________
  Status . . . . . : A (A=Active/I=Inactive)
  Net Zero Transaction . . : N (Y/N)
  Taxable  . . . . . : N (Y/N)
  Bank Account Code  . . . : ____ +
  Interface to Application : ____ +
  Automatic Form Validation: N (Y/N)
  Form Validation Line 1 . : ____________________________________
  Form Validation Line 2 . : ____________________________________
  Form Validation Line 3 . : ____________________________________
  Form Validation Line 4 . : ____________________________________

  F10=Interfacing Application   F15=Work with G/L Distribution
-F3=Exit    F4=Prompt    F12=Cancel-------------------------------------
```

Description of Data Fields within the Add Revenue Code screen	
Field	**Description**
Revenue Code	**This field is mandatory.** Type up to four digits to identify the code. Users will enter this code each time they enter a receipt for this type of revenue.
Description	**This field is mandatory.** Type a description of the revenue code that makes the code easy to identify.
Abbreviation	Type an abbreviation to be used for this code. It is important for the abbreviation to be as descriptive as possible because a number of reports and inquiry screens will display the abbreviation rather than the full description.
Default Amount	This is used only if this revenue code has a standard amount associated with it; otherwise, leave this field blank. If a default amount is keyed in here, then this amount will automatically appear in the amount field for a cash receipt whenever this revenue code is chosen. For example, if a golf cart rental is always $20, the revenue code can be set up with this amount as the default. A default value can always be overridden at the time of entry.
Status	Select whether this revenue code is active or inactive.
Net Zero Transaction	Some organizations choose to cash checks, make change, or do other transactions that will have a net effect of zero on the cash drawer. If you wish to track these transactions, it will be necessary to set up a separate revenue code with this field set to Yes. If you do not wish to track or perform these transactions, you do not need to set up a revenue code for it. For all revenue codes that will not have a net zero effect, this field should be set to No.
Taxable	This field should be set to Yes only if you will be collecting sales tax when using this revenue code. (The sales tax revenue code must be set up in *System Control Maintenance*.)
Bank Account Code	Enter the bank account that will receive the deposits from this revenue code. These codes must be set up in Work with Bank Accounts before they may be used here.
Interface to Application	This field should be used only if you are setting up an interface to another New World Systems application, such as Accounts Receivable, Special Assessments, Property Taxes, or Utility Billing. These cash receipts will be handled slightly differently than other general cash receipts. In addition to entering information into this field, it will be necessary to set up this interface in the Work with Work Interfacing Applications screen, which is also located on the *System Administrator Menu*.
Automatic Form Validation	This field functions only for locations using cash registers. The field determines whether or not the system will automatically "validate" a form in the process of receiving funds for this revenue code. For example, if some one is paying property taxes, the property tax bill is validated by the system as part of the receipt process, and a validation is printed onto one of the copies of the tax bill.

Description of Data Fields within the Add Revenue Code screen	
Field	**Description**
Form Validation Lines 1-4	This feature functions only for locations using cash registers. A default form validation was entered in *System Control Maintenance*. If you want to use that validation, you can leave these fields blank. If you want to override the validation entered *in System Control Maintenance*, you may enter that validation here. If you chose not to check the **Automatic Form Validation** field, these lines will not be relevant to you.

Press **<Enter>** to add the revenue code.

NOTE

If transactions are tied to this revenue code, it cannot be deleted. You will see a message stating that transactions exist for this revenue code, so it cannot be deleted.

Work with G/L Distributions

The *Work with Revenue Codes* screen also gives supervisors the option to work with G/L distributions. Make sure that **Interface to General Ledger** is set to Yes in *System Control Maintenance* (page 99). Type a "15" in the ***Opt*** field associated with a revenue code with which you want to work, and press **<Enter>**. You will see a screen like the following:

```
-Work with General Ledger Distribution----------------------------RA0060S1-

  Revenue Code . :  ANM2 County Dog Licenses

  Type option, press Enter.
   2=Change    4=Delete    5=Display

                                                Project   Distribution
  Opt DR/CR General Ledger Account Number      Subproject    Percent
  _   DR    214-10.10                                          1.0000
  _   CR    214-045-345.51                                     1.0000


                                                                Bottom
-F3=Exit    F6=Add    F12=Cancel-------------------------------------------
```

Add a G/L Distribution

To add a G/L Distribution to a revenue code, press **<F6>** on the *Work with General Ledger Distribution* screen. You will see a screen like the following:

```
-Add General Ledger Distribution---------------------------------RA0080S1-

  Debit/Credit Account  : _ (D/C)
  G/L Account Number  . : _____________________________________ +
  Project/Sub Project . : _____ ____ +
  Due To/From Fund  . . : _____ +
  Dist. Percentage  . . : ______

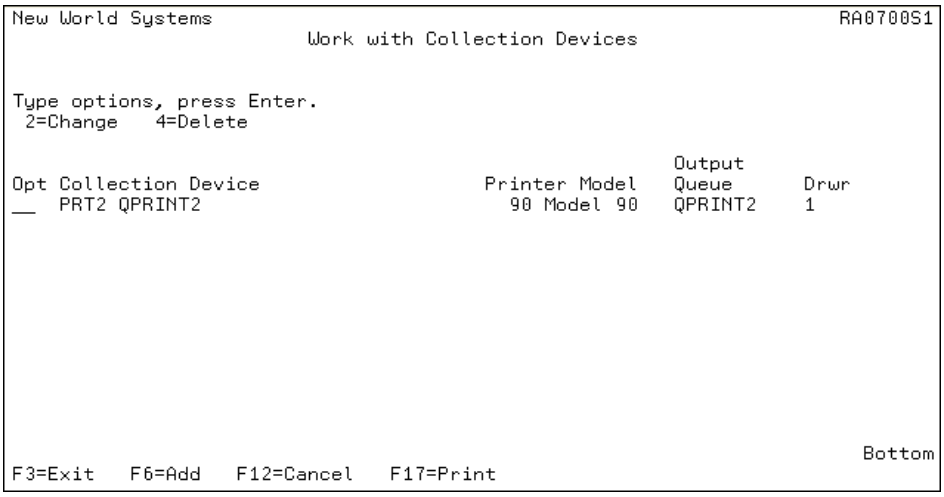
-F3=Exit    F4=Prompt    F12=Cancel-------------------------------------------
```

Description of Data Fields within the Add General Ledger Distribution screen	
Field	**Description**
Debit/ Credit Account	Tell the system whether this G/L account will be debited or credited.
G/L Account Number	**This field is mandatory.** Enter the account number to be used. The field is promptable.
Project/ Sub Project	If your setup uses project/sub project accounting, and a project number should be hit whenever funds are received to this G/L account, then enter the project/sub project number here.
Due to/ Due from Fund	Complete this field only if one fund is receiving money from another fund.
Dist. Percentage	Enter the percentage of the debit or credit that will be charged to this account (100 % = 1.0, 50% = .5). For example, if the receipts taken in under this revenue code are to be split evenly between two different revenue general ledger accounts, then each account will have to be entered with a distribution percentage of .5. (The debit to cash would then be entered as 1.00). Debits and credits must equal 100 percent.

Press **<Enter>**. The distribution will now show on the *Work with G/L Distributions* screen under the revenue code to which it relates.

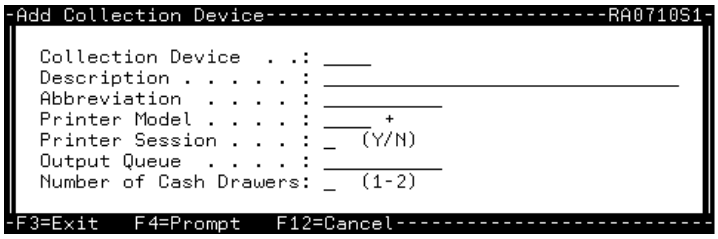
Collection Devices

This option works with the direct connection method and enables your institution to support a mixed environment for cash registers and printers. System administrators can use this option to identify and configure the various combinations in use at their facility. When you select *Work with Collection Devices*, you will see a screen like the following:



Add a Collection Device

Your existing devices and printers will need to be added to this screen. Press **<F6>**. You will see the following screen:

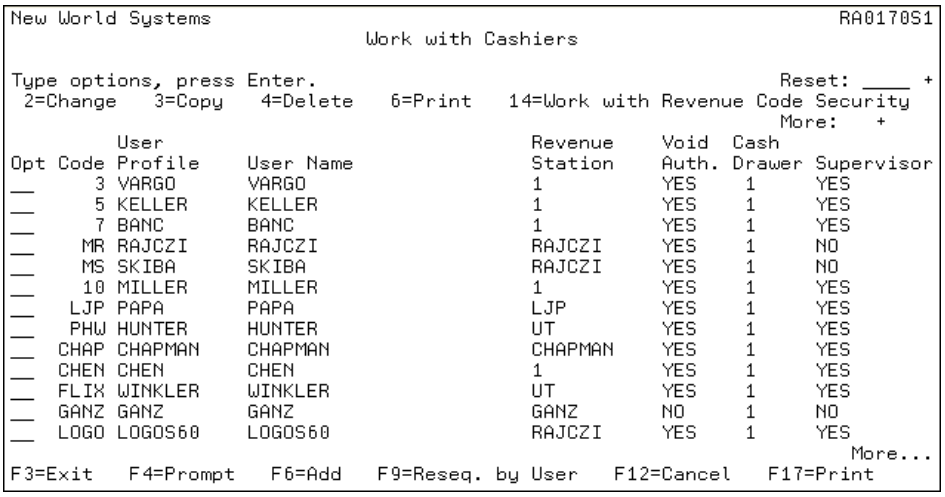


Description of Data Fields within the Add Collection Device screen	
Field	**Description**
Collection Device	Enter up to a four-character code for the collection device.
Description	Type a description of the collection device.
Abbreviation	Type an abbreviation of the description.
Printer Model	Use the prompt to select the printer model used by this collection device.
Printer Session	Set this field to Yes if you are configuring a PC to be a cash register.
Output Queue	Type the output queue used by this collection device. This will be the name your system uses to identify the printer.
Number of Cash Drawers	Enter the number of cash drawers used by this device.

Complete the fields and press **<Enter>** to add the device. Once the collection device has been added, the 2=Change option enables you to edit the fields, but the ***Collection Device*** code cannot be changed.

Cashiers

A supervisor will need to set up the cashiers so that users may perform transactions. This is a function of user security. To set up cashiers, go to the *System Administrator Menu*. Select *Work with Cashiers*. You will see the following screen:



```
New World Systems                                                RA0170S1
                              Work with Cashiers

Type options, press Enter.                                  Reset: ____ +
 2=Change   3=Copy   4=Delete   6=Print   14=Work with Revenue Code Security
                                                            More:   +
          User                                  Revenue    Void  Cash
Opt Code  Profile    User Name                  Station    Auth. Drawer Supervisor
__      3 VARGO      VARGO                      1          YES     1      YES
__      5 KELLER     KELLER                     1          YES     1      YES
__      7 BANC       BANC                       1          YES     1      YES
__     MR RAJCZI     RAJCZI                     RAJCZI     YES     1      NO
__     MS SKIBA      SKIBA                      RAJCZI     YES     1      NO
__     10 MILLER     MILLER                     1          YES     1      YES
__    LJP PAPA       PAPA                       LJP        YES     1      YES
__    PHW HUNTER     HUNTER                     UT         YES     1      YES
__   CHAP CHAPMAN    CHAPMAN                    CHAPMAN    YES     1      YES
__   CHEN CHEN       CHEN                       1          YES     1      YES
__   FLIX WINKLER    WINKLER                    UT         YES     1      YES
__   GANZ GANZ       GANZ                       GANZ       NO      1      NO
__   LOGO LOGOS60    LOGOS60                    RAJCZI     YES     1      YES
                                                                        More...
F3=Exit   F4=Prompt   F6=Add   F9=Reseq. by User   F12=Cancel   F17=Print
```

Add a Cashier

To add a cashier, press **<F6>** from the *Work with Cashiers* screen. You will see a screen like the following:



```
-Add Cashier-------------------------------------------------RA0180S1-

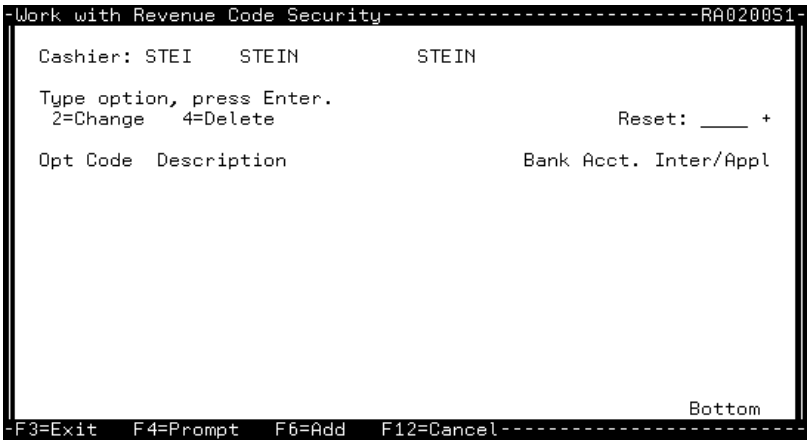
  Cashier Code  . . . . . . . . . . . . . . . . : ____
  Cashier User Profile  . . . . . . . . . . . . : __________
  Cashier Password  . . . . . . . . . . . . . . :
  Default Revenue Station . . . . . . . . . . . : __________
  Supervisor  . . . . . . . . . . . . . . . . . : N  (Y/N)
  Void Authority  . . . . . . . . . . . . . . . : N  (Y/N)
  Cash Drawer Number  . . . . . . . . . . . . . : 1  (1-2)
  Collection Device . . . . . . . . . . . . . . : ____ +
  User Authorized to Multiple Collection Devices: N  (Y/N)
  F14=Work with Revenue Code Security
-F3=Exit   F4=Prompt   F12=Cancel----------------------------------------
```

Description of Data Fields within the Add Cashier screen	
Field	**Description**
Cashier Code	**This field is mandatory.** Enter the four-digit code that will be associated with this cashier. Many reports can be run by cashier code and various screens can be subset to include only information for a particular cashier code.
Cashier User Profile	**This field is mandatory.** The value in this field should be the same as the IBM user profile used to sign on to the system.
Cashier Password	This can be different from the IBM sign-on password, and will be used for the purposes of voiding a receipt.
Default Revenue Station	**This field is mandatory.** Enter the revenue station that will default to the screen whenever this user comes into the screen to add a receipt.
Supervisor	If this field is set to No, the user will be able to view and print reports only for receipts that they have actually entered. If set to Yes, then this user will be able to look at the work of others and print reports for receipts entered by other users.
Void Authority	If a cashier is given void authority, he or she will be able to void the receipts of all cashiers. As such, this is usually reserved for someone who is a supervisor.
Cash Drawer Number	The cash registers can be set up with one or two cash drawers. This field will determine which cash drawer this cashier will use.
Collection Device	Select the collection device to be used by this cashier. If the cashier is authorized to multiple collection devices, this one will be the default.
User Authorized to Multiple Collection Devices	If this field is set to Yes, the user will be able to select a different collection device in Work with Receipts.

Complete the fields. Press **<Enter>** to add the cashier.

Attach Revenue Code Security to a Cashier

Once you have added a cashier, he or she will need authorizations for the individual revenue codes to which he or she may enter receipts. For example, employees at the city golf course would most likely have authorization to enter only golf-related receipts. However, users can be granted authority to all codes. Press **<F14>** once you have completed the **Add Cashier** fields, or from the *Work with Cashiers* screen, type a "14" in the ***Opt*** field associated with the user you want to authorize and press **<Enter>**. You will see a screen like the following:



Add Revenue Code Security

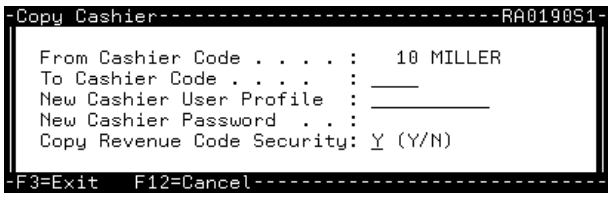
To add revenue code security, press **<F6>** from the *Work with Revenue Code Security* screen. You will see a screen like the following:



Select the revenue code to which you want to authorize this employee; the field is promptable. To give the user authority to all revenue codes, type ***ALL** in this field. Press **<Enter>** to add the security item. The *Add Revenue Security Code* screen will then clear, and additional codes can be added if desired.

Copy a Cashier

The copy command is helpful if a supervisor is adding several cashiers that will have similar privileges. To copy a cashier, go into *Work with Cashiers* on the *System Administrator Menu*. Type a "3" in the ***Opt*** field associated with the cashier you want to use as the original press **<Enter>**. You will see a screen like the following:



Description of Data Fields within the Copy Cashier screen	
Field	**Description**
To Cashier Code	**This field is mandatory.** Enter the four-digit code that will be associated with this cashier. Many reports can be run by cashier code and various screens can be subset to include only information for a particular cashier code.
New Cashier User Profile	**This field is mandatory.** The value in this field should be the same as the IBM user profile used to sign on to the system.
New Cashier Password	This can be different from the IBM sign-on password, and will be used for the purposes of voiding a receipt. It should be different from the password assigned to the original cashier.
Copy Revenue Code Security	Set this field to Yes to copy the revenue code security assigned to the original cashier. If set to No, the supervisor will have to go into *Work with Revenue Code Security* on the new cashier record and assign the security for that cashier.

Complete the fields and press **<Enter>** to copy the cashier.

Work with Bank Accounts

A supervisor will need to set up the bank accounts that users may select from in their transactions. To set up bank accounts, go to the *System Administrator Menu*. Select *Work with Bank Accounts*. You will see the following screen:

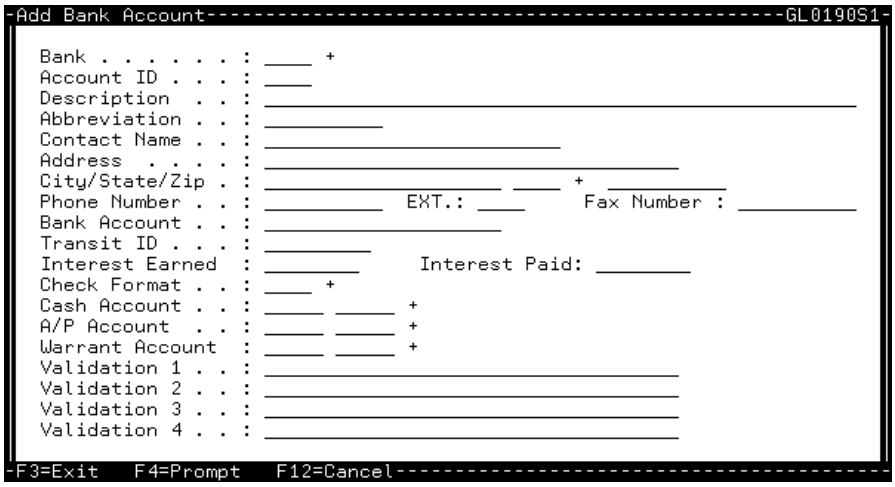
```
City of Euclid                                                  GL0180S1
                          Work with Bank Accounts

Type options, press Enter.
 2=Change    4=Delete    5=Display                                Reset: ____


Opt Code  Bank        Description                  Contact Name
__      1  Firstar     Accounts Payable Checking Ac  Pat Norris
__      2  Bank One    Bank One                      Joseph Cheswick
__      9  Key Bank    Payroll Checking Account-Key  Patrick Canary
__    999  Fifth 3rd   Fifth Third                   Lisa Barrymore
                                                                Bottom
 F3=Exit    F6=Add    F12=Cancel    F17=Print
```

Add Bank Account

To add a bank account from the *Work with Bank Accounts* screen, press **<F6>**. You will see a screen like the following:



Description of Data Fields within the Add Bank Account screen	
Field	**Description**
Bank	**This field is mandatory.** Enter the name of the bank where this account is located. This field is promptable.
Account ID	**This field is mandatory.** This code represents the specific bank account and will be assigned to the revenue code or to individual receipts. For example, a payroll checking account might use code PCA, or accounts payable checking for water and sewer might use code APWS.
Description	**This field is mandatory.** Enter a description of the bank account. Examples might include Payroll Checking Account or Accounts Payable Checking Account.
Abbreviation	Enter an abbreviated description of the bank account. Be sure to use a descriptive name, as the abbreviation will appear on some screens and reports. For example, the Payroll Checking Account might be abbreviated as PayCheckAc.
Contact Name	Enter the name of the bank employee who should be contacted regarding this account.
Address	Enter the street address of the bank.
City/State/Zip	Enter the city, state, and Zip code for the bank. The state field is promptable.
Phone/Ext.	Enter the phone number and extension, if applicable, of the contact person at the bank.
Fax Number	Enter the bank's fax number.
Bank Account	Enter the account number for this bank account.
Transit ID	Enter the routing number for the bank.

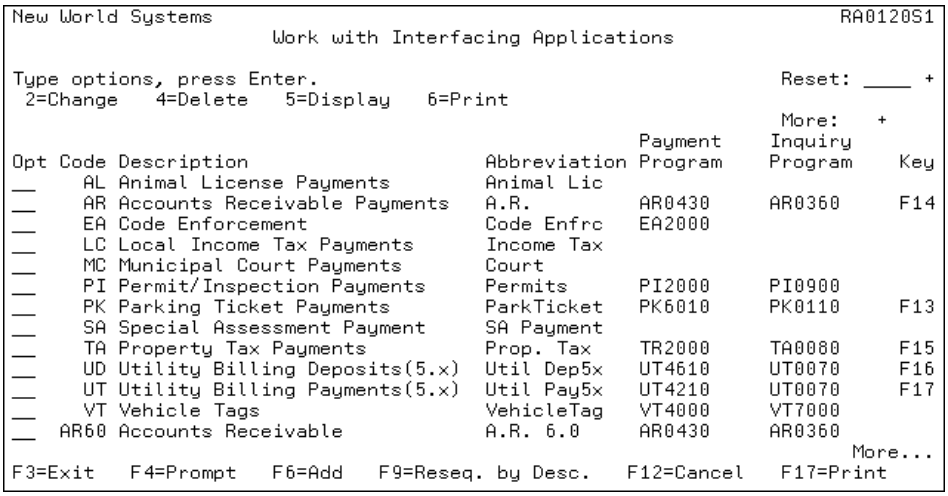
Description of Data Fields within the Add Bank Account screen	
Field	**Description**
Interest Earned/Paid	Enter, in decimal form, the interest rate that the bank earns and pays on deposits to this account. For example, 3 percent would be .03.
Check Format	Enter the layout of the check that will be used for this account, if it is a checking account. This field is promptable.
Cash Account	Enter the general ledger cash account number that will be used for transactions made from this bank account. The value in this field overrides the general ledger default cash account.
A/P Account	Enter the general ledger accounts payable account number that will be used for transactions made from this bank account.
Warrant Account	If warrant processing is used, you can enter the general ledger warrant payable account that will be used for transactions made from this bank account.
Validation Lines 1-4	These lines will override the default check validation set up in *System Control Maintenance*. These will be printed as the check validation on the back of checks deposited to this account, if you are using a cash register, and indicate that check validation is to be done. If nothing is entered here, the system will use the default validation in Revenue Accounting *System Control Maintenance*.

Complete the fields to add the bank account and press **<Enter>** to add the bank account.

Interfacing Applications

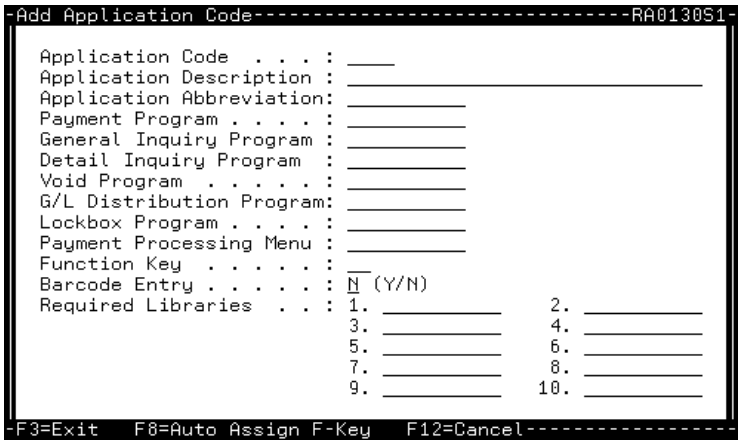
The cash receipt procedure is slightly different if you are entering receipts that correspond with other New World Systems applications, such as Accounts Receivable, Utilities, Property Taxes, Special Assessments, Parking Tickets, Permits, Business Licensing, etc. Users can enter a revenue code either from the *Add Receipts* screen or by pressing one of the function keys listed on the screen. First, the function key and the interface have to be set up.

To set up the necessary interfaces, select *Work with Interfacing Applications* from the *System Administrator Menu*. You will see the following screen, with the applications that can interface to revenue accounting already listed:



Add Interfacing Applications

While it is usually not necessary, interfacing applications can be added from the *Work with Interfacing Applications* screen. Press **<F6>**. You will see a screen like the following:



Description of Data Fields within the Add Application Code screen	
Field	**Description**
Application Code	**This field is mandatory.** Type up to a four-character code that will interface this application to Revenue Accounting. In most cases, these are two-character codes, such as **AR** for accounts receivable or **UT** for utility billing payments.
Application Description	**This field is mandatory.** Type up to a 30-character description of the application code. For example, the description for the code **AR** would be **Accounts Receivable** payments.

Description of Data Fields within the Add Application Code screen	
Field	**Description**
Application Abbreviation	**This field is mandatory.** Type up to a 10-character abbreviation of the description. The abbreviation needs to be recognizable, as it is used on some reports.
Payment Program	Enter the name of the program needed to enter payments for this application. New World Systems will provide this information.
General Inquiry Program	Enter the name of the program needed for general inquiry for this application. New World Systems will provide this information.
Detail Inquiry Program	Enter the program needed for detail inquiry for the application. New World Systems will provide this value.
Void Program	Enter the name of the program needed to void transactions in this application. New World Systems will provide this information.
G/L Distribution Program	Enter the name of the program needed to run general ledger distribution for this application. New World Systems will provide this information.
Payment Processing Menu	Enter the program needed to access the payment screen for this application. New World Systems will provide this information.
Function Key	If you wish to assign a function key to this application code, type the key in this field. Type just the key number, not the "F."
Barcode Entry	If your system is interfaced to cash registers and you are using barcoding, set this field to Yes.
Required Libraries	Enter the libraries for these interfacing applications that will be needed to run the application. Include the program library, files library, and any special changes library that will be used for this application. By entering these libraries here, you will not have to load them on your library list in dynamic menus.

Complete the fields and press **<Enter>** to add the application.

Monies

A supervisor will need to set up the *Work with Monies* option on the *System Administrator Menu*. Once this table is set up, it is unlikely that you will ever need to make any changes to the values. The only need to make changes to this table would be if your currency changed.

From the *System Administrator Menu,* select *Work with Monies*. You will see a screen like the following:

```
New World Systems                                                RA0530S1
                              Work with Monies

Type options, press Enter.                                       Reset: ___
 2=Change    4=Delete
                                                                 More:   +
Opt Seq Description                    Type    Ratio to $1.00
__    1 Pennies                        Cash              .010
__    2 Nickels                        Cash              .050
__    3 Dimes                          Cash              .100
__    4 Quarters                       Cash              .250
__    5 Half Dollars                   Cash              .500
__    6 Susan B. Anthony Dollars       Cash             1.000
__    7 One Dollar Bills               Cash             1.000
__    8 Two Dollar Bills               Cash             2.000
__    9 Five Dollar Bills              Cash             5.000
__   10 Ten Dollar Bills               Cash            10.000
__   11 Twenty Dollar Bills            Cash            20.000
__   12 Fifty Dollar Bills             Cash            50.000
__   13 One Hundred Dollar Bills       Cash           100.000
__   14 Checks                         Check
                                                                 More...
F3=Exit    F6=Add    F9=Resequence by Description    F12=Cancel    F17=Print
```

Add a Monetary Unit

To add a monetary unit, press **<F6>** from the *Work with Monies* screen. You will see the following screen:

```
-Add Monies-----------------------------------------RA0540S1-

  Sequence Number: ___
  Description  . : ____________________________
  Type . . . . . : _ (1=Cash 2=Check 3=Charge 4=Other)
  Ratio to $1.00 : ____________

-F3=Exit   F12=Cancel-------------------------------------------
```

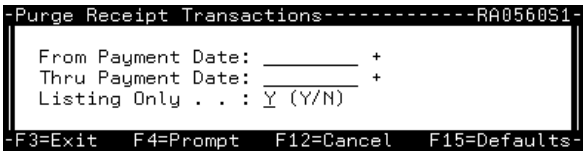
Description of Data Fields within the Add Monies screen	
Field	**Description**
Sequence Number	Where on the screen you want this denomination to appear. On the *Work with Monies* screen, the sequence numbers appear on the left-hand column.
Description	Type a description of the denomination of money.
Type	Indicate whether the payment type is cash, check, charge, or other.
Ratio to $1.00	Enter the relationship, in decimals, that this unit of money has to one dollar. For example, if you were entering a fifty-cent piece, the ratio would be .5.

Complete the fields and press **<Enter>** to add the new unit.

Purge Receipt Transactions

Purging will permanently remove transactions from Revenue Accounting. It is possible to purge a transaction in Revenue Accounting, although it is not recommended unless the proper precautions have been taken and the time period being purged has already passed its audit. If a transaction must be purged, **always** back up your files and **always** do the purge as a "Listing Only" first to verify what is being purged.

From the *System Administrator Menu*, select *Purge Receipt Transactions*. You will see a screen like the following:



Description of Data Fields within the Purge Receipt Transactions screen	
Field	**Description**
From/Thru Payment Dates	Enter the From and Thru date range for receipts to be purged.
Listing Only	Make sure this field is set to Yes the first time the purge is run. Once you have verified which receipts are being purged, run the purge again with **Listing Only** set to No.

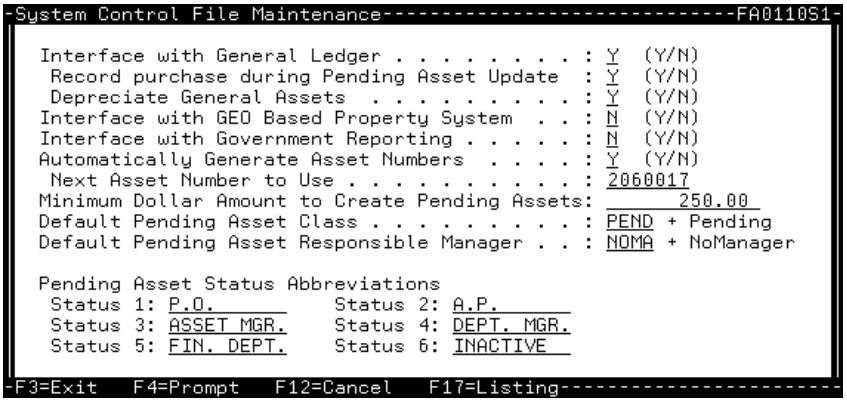
Complete the fields and press **<Enter>** to purge receipts.

Chapter 6
Capital Assets

System Control Maintenance

The *System Control Maintenance* option defines the way your *Capital Assets System* will work for your organization or company. From the *System Administrator Main Menu*, select *System Control Maintenance* to go to the first *System Control File Maintenance* screen.

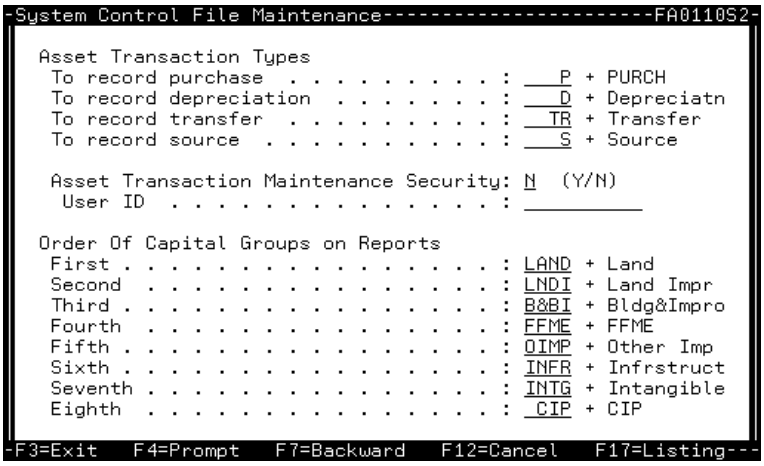
See the following table for a description of the fields on this screen.



Description of Data Fields within the System Control File Maintenance screen FA0110S1	
Field	**Value**
Interface with General Ledger	Set this field to Yes if Capital Assets is interfaced to General Ledger. This will validate general ledger account numbers as they are added, and will post transactions from Capital Assets to *Work with Journals* in Financial Management.
Record Purchase During Pending Asset Update	If this field is set to Yes, the update of a pending asset will create the Record Purchase transaction on the asset, and if interfaced to Finance, will create G/L entries. The Record Purchase function is a mandatory function that can either be performed at the *Pending Asset Update*, or can be done as a manual function in the *Capital Asset Processing Menu.*
Depreciate General Assets	If this field is set to Yes, depreciable general assets will be depreciated when the **Calculate Depreciation** option is run. Otherwise, only proprietary assets will have depreciation calculated.

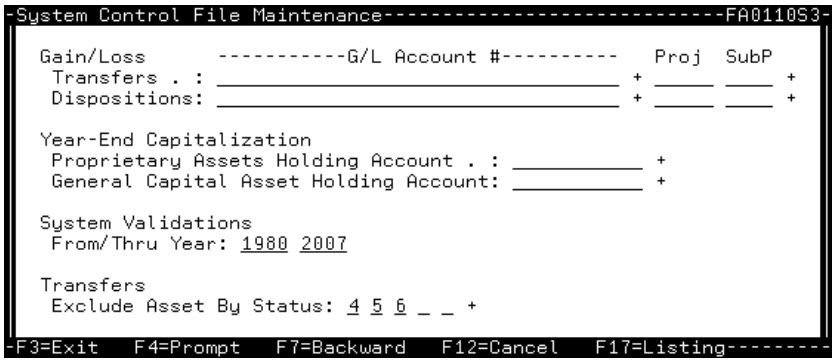
Description of Data Fields within the System Control File Maintenance screen FA0110S1	
Field	**Value**
Interface with GEO Based Property System	Set this field to Yes if Capital Assets is interfaced to the GEO Based Property System. If interfaced, the ***Jurisdiction #*** and ***Property #*** fields will be promptable.
Interface with Government Reports	Set this field to Yes if Capital Assets is interfaced to the Government Reporting module.
Automatically Generate Asset Numbers	If this field is set to Yes, the system will automatically generate asset numbers. If it is set to No, then the user will enter the asset number.
Next Asset Number to Use	If the ***Automatically Generate Asset Numbers*** is being used, enter the number that should be assigned to the next asset that is added. The system will not duplicate asset numbers. If a number is entered here that is already assigned to an asset, then the system will increment to the next highest unused asset number.
Minimum Dollar Amount to Create Pending Assets	Enter the dollar threshold for capital assets. When a purchase order item or invoice item is flagged as a capital asset, the system will create a pending asset automatically, unless its dollar value falls beneath this threshold.
Default Pending Asset Class	Use the prompt to select the asset class code that will be assigned to each asset when it is created from the Purchase Order or Accounts Payable System. Some users will leave this code as a non-specific code, such as “Pending”, to signal that this field requires the user to review this field and enter the correct code for the asset.
Default Pending Asset Responsible Manager	Use the prompt to select the manager that will be assigned to the pending asset when it is created from the Purchase Order System or Accounts Payable. Some users will leave this code as a non-specific code, such as “No Manager Assigned”, to signal that this field requires the user to review this field and enter the correct code for the asset.
Status 1-6	These fields name the six levels of the pending asset process. The first level is always “P.O.”, the second level is always “A.P”, and the sixth level is always “Inactive.” These should never be changed. However, from level 3 to level 5, the values may be changed to better reflect the pending asset process at your site. For example, if you have an Asset Manager who comes in at level 3 to enter insurance information, a Department Manager who enters serial number and expected life information at level 4, and a finance person who enters account number information at level 5, you would name these levels appropriately. When setting up Capital Asset security for employees, they can be limited by asset status.

Make your entries and press **<Enter>** to advance to the screen FA0110S2.



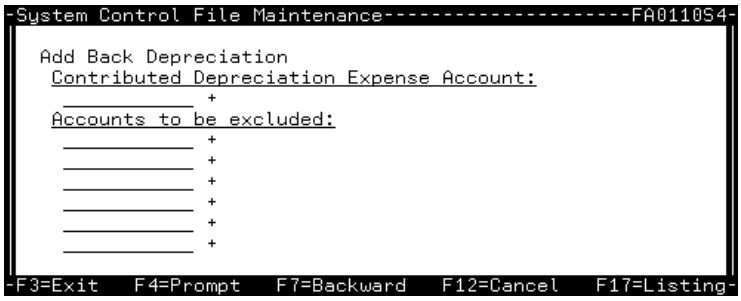
Description of Data Fields within the System Control File Maintenance screen FA0110S2	
Field	**Value**
To Record Purchase	Use the prompt to select the transaction type code used to record the purchase of an asset. It must be the same as the General Ledger Distribution Code used to define the G/L Distribution for recording the purchase of an asset.
To Record Depreciation	Use the prompt to select the transaction type code used to record the depreciation of an asset. It must be the same as the General Ledger Distribution Code used to define the G/L Distribution for recording the depreciation of an asset.
To Record Transfer	Use the prompt to select the transaction type code used to record the transfer of an asset. When an asset is transferred, transactions are created with the transaction type specified here.
To Record Source	This value specifies the General Ledger account distribution to use when recording the acquisition of an asset.
Asset Transaction Maintenance Security	If this field is set to Yes, an additional level of security will limit who can make changes to the Asset Transaction File.
User ID	If the Asset Transaction Maintenance Security field is set to Yes, only the user specified here will be allowed to make changes to the Asset Transaction File.
Order of Capital Groups on Reports (1-8)	These codes enable you to specify the way output will appear on two reports: the *Schedule of General Fixed Assets by Source* and the *Schedule of General Fixed Assets by Function and Department*. Use the prompt to select up to eight asset classes. The classes chosen here will appear as their own columns. Any additional information will appear in an Other column.

Make your entries and press **<Enter>** to advance to the screen FA0110S3.



Description of Data Fields within the System Control File Maintenance screen FA0110S3	
Field	**Value**
Transfers	Enter the default general ledger account to be used for gain/loss on transfers. This account is only a default and may be overwritten during the transfer entry.
Dispositions	Enter the default general ledger account to be used for gain/loss on dispositions. This account is only a default and may be overwritten during the disposition entry.
Proprietary Assets Holding Account	If you are using the year-end capitalization process, enter the holding account to which proprietary assets should be debited at year end. (Example: At the time of purchase, the system debited an expense account and credited cash on the AP invoice. At the time the purchase was recorded, an asset account was debited and the holding account was credited. During the year end capitalization process, the holding account will be debited and the expense account will be credited.)
General Capital Asset Holding Account	If you are using the year-end capitalization process, enter the holding account to which general assets should be debited at year end. (Example: At the time of purchase, the system debited an expense account and credited cash on the AP invoice. At the time the purchase was recorded, an asset account was debited and the holding account was credited. During the year end capitalization process, the holding account will be debited and the expense account will be credited.).
From/Thru Year	Enter the range of years that may be used in the Depreciation From/Thru fields when the Depreciation Calculation is run.
Exclude Asset by Status	Use the prompt to select certain asset statuses that should be excluded from the transfer process.

Make your entries and press **<Enter>** to advance to the screen FA0110S4.

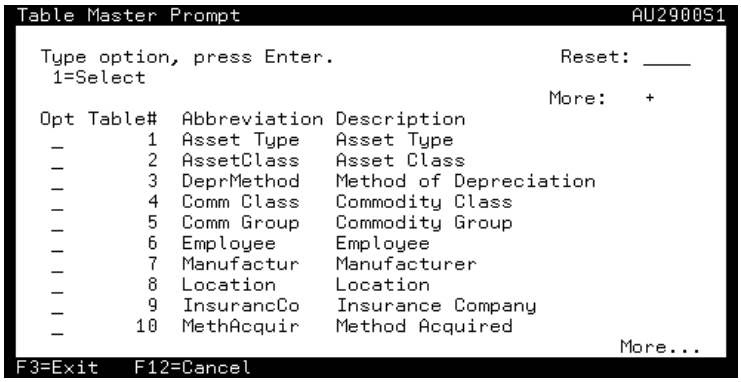


Description of Data Fields within the System Control File Maintenance screen FA0110S4	
Field	**Value**
Add Back Depreciation	Use the prompt to select an account to which add back depreciation should be charged.
Accounts to Be Excluded	If your Capital Assets system is interfaced to Financial Management, use the prompt to select the base/detail accounts that should be excluded when add back depreciation is calculated. If you are not interfaced to Financial Management, type in the appropriate accounts.

Press **<Enter>** to save your work and exit System Control.

Work with Table Entries

The *Work with Table Entries* option enables you to maintain the tables that supply entries for the promptable fields in Capital Assets. From the *System Administrator Menu*, select *Work with Table Entries*. You will see a screen like the following:



New World Systems recommends that you supply entries for the following tables:

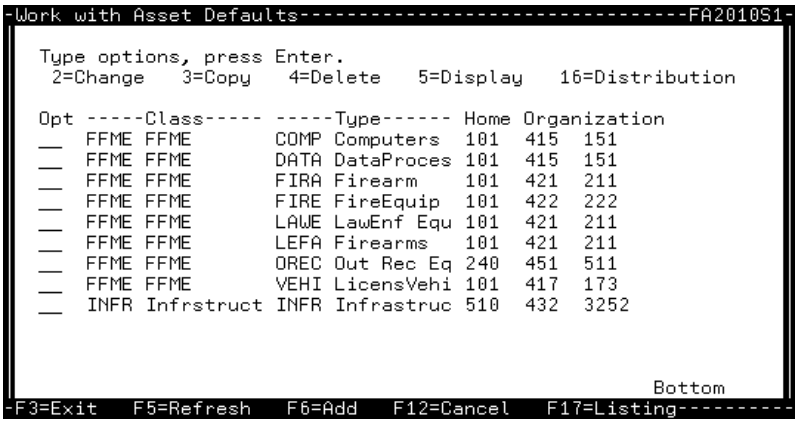
- Table 1 – Asset Type
- Table 2 – Asset Class.

- Table 6 – Employee (values are used to record to whom the asset is assigned and its responsible manager).
- Table 8 – Location: There are two fields that pull from this table: ***Location 1*** and ***Location 2***. It may be useful to assign the codes so that Location 1 codes sort separately from Location 2 codes. For example, set up ***Location 1*** codes as 2-digit codes, and ***Location 2*** codes as 3-digit codes, or use letters for one and numbers for the other.
- Table 12 – Funding Sources (this table provides values for a required field). Enter codes to indicate how the purchase of capital assets was funded. Some examples are: General Fund Revenues, Federal Grant, State Grant, Bond Issue, etc.

For further information on working with tables, see the *Application Utilities* manual.

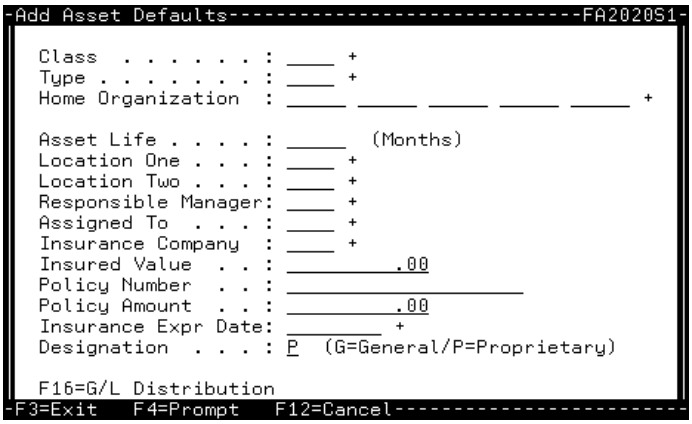
Work with Asset Defaults

This feature enables you to create defaults from frequently used combinations of class, type and home organizations. The combinations are used as defaults when new assets are created. They are also used to some degree when running the one-time process to convert some currently non-depreciable assets to depreciable, which is necessary as a result of GASB34. When you select this option from the *System Administrator Menu*, you will see a screen like the following:



Add/Change Asset Defaults

This screen is used to create or modify asset defaults. When you press **<F6>** from *Work with Asset Defaults*, you will see a screen like the following:



Description of Data Fields within the Add Asset Defaults	
Field	**Description**
Class	**This field is mandatory.** Use the prompt to select the asset class.
Type	Use the prompt to select an asset type.
Home Organization	**The first field in this set is mandatory.** Use the prompt to select the fund for the home organization. This field, with the **Class** and **Type** fields, forms the key for this default.
Asset Life	Enter the life of the asset in months.
Location One	Use the prompt to select the first location of these assets. This is usually a broad category, such as City Hall.
Location Two	Use the prompt to select a second location of these assets. This is usually a more specific location, such as Room 316, or Accounting Department.
Responsible Manager	Use the prompt to select the manager that will be responsible for the asset. This may be the department supervisor.
Assigned to	Use the prompt to select the employee that will be assigned to the asset. This may be the employee who uses this asset on a daily basis.
Insurance Company	Use the prompt to select the insurance company that is covering the asset.
Insured Value	Enter the amount for which the asset is insured. The value should use two decimal places.
Policy Number	Type the policy number for the insurance on the asset.
Policy Amount	Type the cost of the policy. The value should use two decimal places.
Insurance Expiration Date	Enter the date that the policy expires. The date should be entered in MMDDYYYY format.

Description of Data Fields within the Add Asset Defaults	
Field	**Description**
Designation	**This field is mandatory.** The asset must be designated as either General or Proprietary. Proprietary is the default.

Complete the fields and press **<Enter>** to add the asset. You will see the same screen in Change mode, but the ***Class***, ***Type***, and ***Home Organization*** fields cannot be modified.

Work with Asset Defaults Distribution

Asset defaults can also default general ledger distributions. For similar assets, the same account numbers might be charged to record the purchase or record depreciation. If these account numbers are set up on the asset defaults, it will save the user from typing these distributions on each individual asset that is added. From *Work with Asset Defaults*, type a "16" in the ***Opt*** field associated with the class/type/home organization default to which you would like to add distributions, and press **<Enter>**. Use the prompt to enter a value in the ***Work with G/L Distribution Type*** field (Record Purchase, Depreciation, etc.) and press **<Enter>**. You will see a screen like the following:

```
-Asset Default G/L Distribution-------------------------------------FA2040S2-

 Type: Depreciatn                                    Dollars   Percent
                                  Debits  . :            .00    100.00
 Type option, press Enter.        Credits . :            .00    100.00
  2=Change    4=Delete

 Opt Account #                                 Amount Percent  Proj  SubP
  _  810-16.41                                    .00  100.00-
  _  810-28.00                                    .00  100.00

                                                                  Bottom
-F3=Exit    F6=Add    F12=Cancel-----------------------------------------------
```

Press **<F6>**. You will see a screen like the following:

```
-Add Asset Default Distribution------------FA2050S1-

  Account #: ____________________________________ +
  Amount . : _____________      Percent: _______
  Project/Sub Project: _____ ____ +

-F3=Exit    F4=Prompt    F12=Cancel--------------------
```

Description of Data Fields within the Add Asset Default Distribution screen	
Field	**Description**
Account #	**This field is mandatory.** Use the prompt to select the account number.
Amount	**This field is mandatory** if the ***Percent*** field is not populated. You will either enter the amount that will be allotted to this account in this field, or enter a percentage in the ***Percent*** field below. It is not recommended to use the ***Amount*** field for defaults. (Not all assets in this class/type/home organization will have the same cost.)
Percent	**This field is mandatory** if the ***Amount*** field is not populated. Enter the percentage that will be allotted to this account. The percentage must be entered as a decimal (100% = 1.0). Credits are entered as negative numbers (1.0-). It is recommended that this field be used as opposed to the ***Amount*** field above for asset defaults.
Project/Sub-Project	Use the prompt to select the project/sub-project, if applicable.

Complete the fields and press **<Enter>** to add the distribution. If the debit or credit percentage entered is less than 100%, add the remaining distribution lines necessary to equal 100 percent.

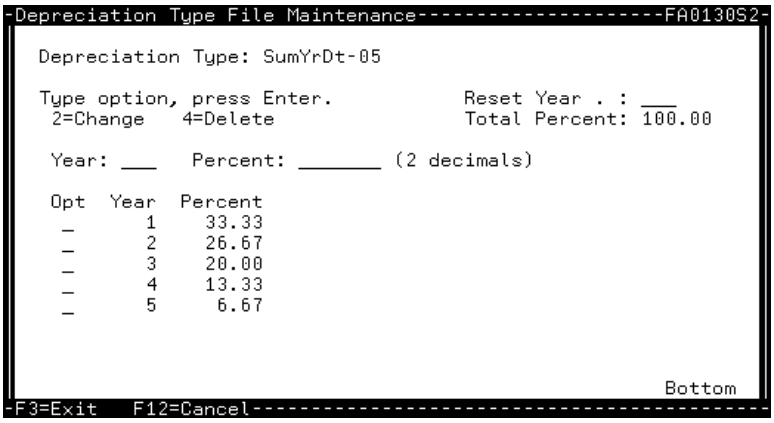
Depreciation Type Maintenance

The system will only calculate straight line depreciation. If other types of depreciation are used, you may want to note these methods on the asset for informational purposes. Setting up alternative methods of depreciation only makes them available to list on the asset, it will not be used to calculate this alternative method.

When you select the *Depreciation Type Maintenance* option from the *System Administrator Menu*, you will see a screen like the following:



Type or use the prompt to enter the depreciation type. This will prompt Table #3. If your depreciation method is not listed on the table, it may have to be added. Press **<Enter>**. You will see a screen like the following:



Description of Data Fields within the Depreciation Type File Maintenance screen	
Field	**Description**
Year	**This field is mandatory.** Enter the number of the year for which depreciation is being entered. If this if the third year, enter a **3** in this field.
Percent	Enter the percent depreciation for this year. The percent should be expressed as a number with 2 decimal places. For example, 6.5 percent would be expressed as 6.50.

Complete the fields and press **<Enter>** to add the depreciation.

Work with Capital Asset Accounts

This option allows you to specify the general ledger base and detail accounts that, when entered as an expense account for the line item of a purchase order in the Purchase Order module, creates a skeleton pending asset when the purchase order is updated. When you select this option from the *System Administrator Menu*, you will see a screen like the following:

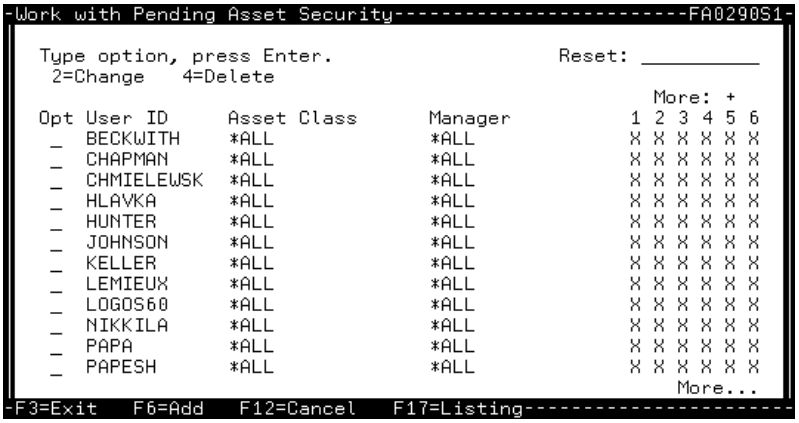


The accounts on this screen will be used only if Capital Assets is interfaced to Financial Management.

To add an account, type or use the prompt to select the account in the ***Account*** field. When you press **<Enter>**, the account will be added to the table; the description will be provided by the system.

Work with Pending Asset Security

This screen enables system administrators to set up security for pending assets in the Capital Assets module. Security is set up by asset class, with users given access to one, several, or all classes. When you select this option, you will see a screen like the following:



Add/Change Pending Asset Security

This screen is used to create or add pending asset security to a user. When you press **<F6>** from *Work with Pending Asset Security*, you will see a screen like the following:



Description of Data Fields within the Add Pending Asset Security screen	
Field	**Description**
User ID	**This field is mandatory.** Type the ID that the user enters to sign on to the *i*Series.
Asset Class	**This field is mandatory.** Use the prompt to select the asset class to which this user should have authority. If you do not wish to limit this user to certain asset classes, then type ***ALL**.

Description of Data Fields within the Add Pending Asset Security screen	
Field	**Description**
Responsible Manager	**This field is mandatory.** If you want to limit this user's authority only to assets that have a certain responsible manager, then prompt or enter that manager's code. If you do not wish to limit the user to assets assigned to certain managers, then type ***ALL**.
Status	**This field is mandatory.** Type an X in the statuses that the employee is to be authorized to.

Complete the fields and press **<Enter>** to add the asset.

Work with Capital Asset Security

This screen enables system administrators to set up security for capital assets. Security is set up by asset class, with users given access to one, several, or all classes. When you select this option, you will see a screen like the following:

```
-Work with Capital Asset Security------------FA0310S1-

 Type option, press Enter.        Reset: __________
  2=Change    4=Delete
                                          More: +
 Opt  User ID      Asset Class      Manager
  _   CHAPMAN      *ALL             *ALL
  _   CHEN         *ALL             *ALL
  _   CHMIELEWSK   *ALL             *ALL
  _   HUNTER       *ALL             *ALL
  _   JOHNSON      *ALL             *ALL
  _   KELLER       *ALL             *ALL
  _   LEMIEUX      *ALL             *ALL
  _   LOGOS60      *ALL             *ALL
  _   MILTON       *ALL             *ALL
  _   PAPA         *ALL             *ALL
                                          More...
-F3=Exit    F6=Add    F12=Cancel    F17=Listing-----------
```

Add/Change a User ID

Administrators can add user IDs and change the security assigned to a user. From the *Work with Capital Asset Security* screen, press **<F6>**. You will see the following screen:

```
-Add Capital Asset Security--------FA0780S1-

  User ID  . . . . . : __________
  Asset Class  . . . : ____ +
  Responsible Manager: ____ +

-F3=Exit    F4=Prompt    F12=Cancel-----------
```

Description of Data Fields within the Add Capital Asset Security screen	
Field	**Description**
User ID	**This field is mandatory.** Type the ID that the user enters to sign on to the *i*Series.
Asset Class	**This field is mandatory.** Use the prompt to select the asset class to which this user should have authority. If you do not wish to limit this user to certain asset classes, then type ***ALL**.
Responsible Manager	**This field is mandatory.** If you want to limit this user's authority only to assets that have a certain responsible manager, then prompt or enter that manager's code. If you do not wish to limit the user to assets assigned to certain managers, then type ***ALL**.

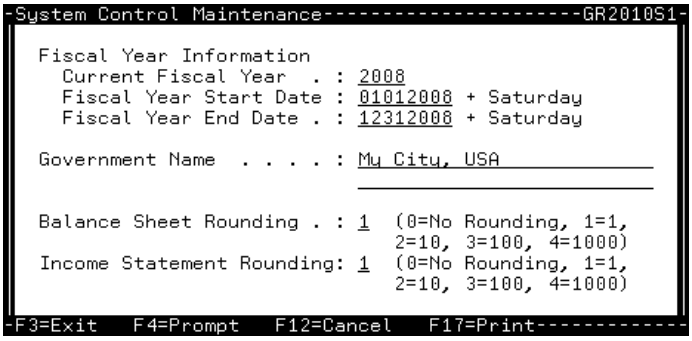
Complete the fields and press **<Enter>** to add the user ID. The Change option will show you the same screen.

Chapter 7
Government Reporting

System Control Maintenance

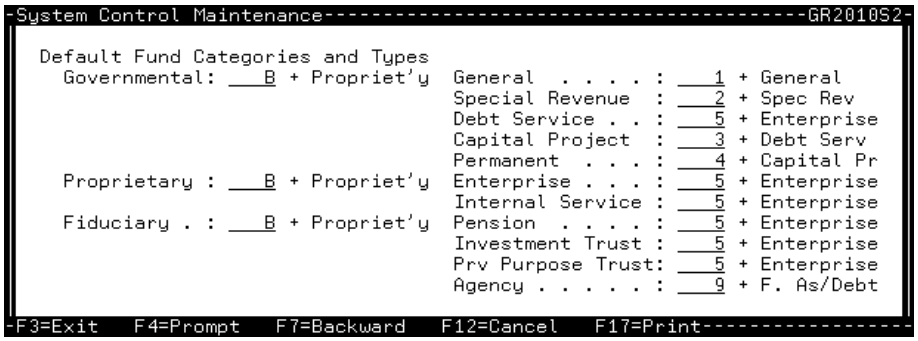
The *System Control Maintenance* option defines the way your *Government Reporting System* will work for your organization or company. From the *System Administrator Main Menu*, select *System Control Maintenance* to go to the first *System Control Maintenance* screen.

See the following table for a description of the fields on this screen.



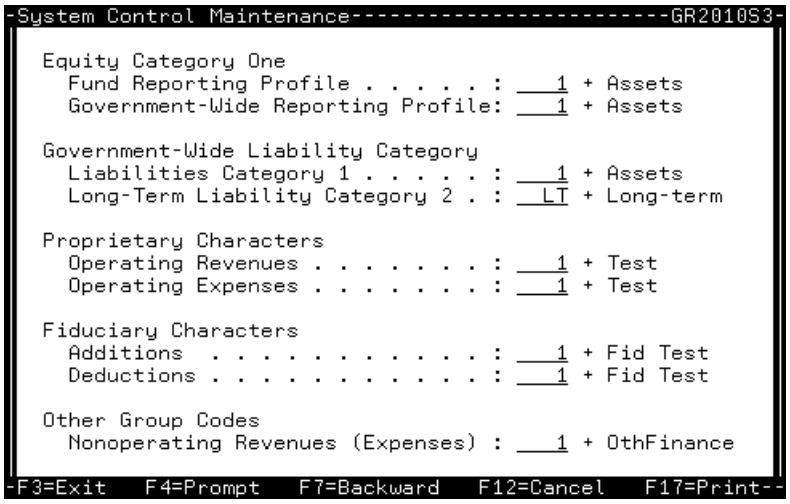
Description of Data Fields within the System Control Maintenance screen GR2010S1	
Field	**Value**
Current Fiscal Year	Enter the four-digit fiscal year that is being reported upon. This date will default on all report screens. It should be updated annually.
Fiscal Year Start/End Dates	Type or use the calendar prompt to select the first and last dates of the current fiscal year.
Government Name	Type the name of your organization. This field can contain up to 50 characters.
Balance Sheet Rounding	Select the level to which figures will be rounded on the balance sheet.
Income Statement Rounding	Select the level to which figures will be rounded on the income statement.

Make your entries and press **<Enter>** to advance to the screen GR2010S2.



Description of Data Fields within the System Control Maintenance screen GR2010S3	
Field	**Value**
Governmental	These codes are used to define which table codes are used for each fund category and fund type. Use the prompt to select the code that will be the default for the governmental category of funds.
General	Use the prompt to select the code that represents your general fund.
Special Revenue	Use the prompt to select the code that represents your special revenue funds.
Debt Service	Use the prompt to select the code that represents your debt service funds.
Capital Project	Use the prompt to select the code that represents your capital project funds.
Permanent	Use the prompt to select the code that represents your permanent funds.
Proprietary	Use the prompt to select the code that represents your proprietary funds.
Enterprise	Use the prompt to select the code that represents your enterprise funds.
Internal Service	Use the prompt to select the code that represents your internal service funds.
Fiduciary	Use the prompt to select the code that represents your fiduciary funds.
Pension	Use the prompt to select the code that represents your pension funds.
Investment Trust	Use the prompt to select the code that represents your investment trust service funds.
Private Purpose Trust	Use the prompt to select the code that represents your private purpose trust funds.
Agency	Use the prompt to select the code that represents your agency funds.

Make your entries and press **<Enter>** to advance to the screen GR2010S3.



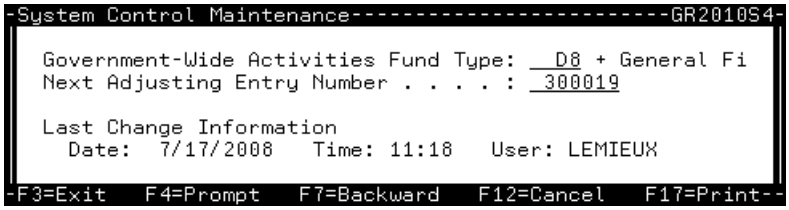
Balance sheet accounts have two different sets of codes—called the Fund and the Government-wide reporting profiles—that are used for report classification. The reason there are two sets of these codes is to accommodate the differences in the way equity is presented on fund and Government-wide financial statements, as well as to allow a potentially higher level of detail on the Government-wide statements. Liability and equity accounts are coded differently but are both "LI" accounts in the system. The entries in these fields allow programs to distinguish between the two.

The codes under the Government-wide Liability Category are used to create the footnote disclosure, Information About Long-term Liabilities. This report shows the changes in long-term liability and starts with Category 3. Category 1 and 2 on this screen determine which Category 3 is chosen for the report.

Description of Data Fields within the System Control Maintenance screen GR2010S3	
Field	**Value**
Fund Reporting Profile	Type or use the prompt to select the Category 1 code the fund reporting profile uses for equity.
Government-Wide Reporting Profile	Type or use the prompt to select the Category 1 code the Government-wide reporting profile uses for equity.
Liabilities Category 1	Type or use the prompt to select the Category 1 code the Government-wide reporting profile uses for liabilities.
Long-Term Liability Category 2	Type or use the prompt to select the Category 2 code the Government-wide reporting profile uses for liabilities.
Operating Revenues	Type or use the prompt to select the Account Character that designates operating revenue. This is used in Proprietary fund statements.

Description of Data Fields within the System Control Maintenance screen GR2010S3	
Field	**Value**
Operating Expenses	Type or use the prompt to select the Account Character that designates operating expenditures. This is used in Proprietary fund statements.
Additions	Type or use the prompt to select the Account Character that designates additions. This is used in Fiduciary fund statements.
Deductions	Type or use the prompt to select the Account Character that designates deductions. This is used in Fiduciary fund statements.
Non-Operating Revenue (Expenses)	Type or use the prompt to select the Other Group Code that designates non-operating revenue. This is used in Proprietary fund statements.

Make your entries and press **<Enter>** to advance to the screen GR2010S4.



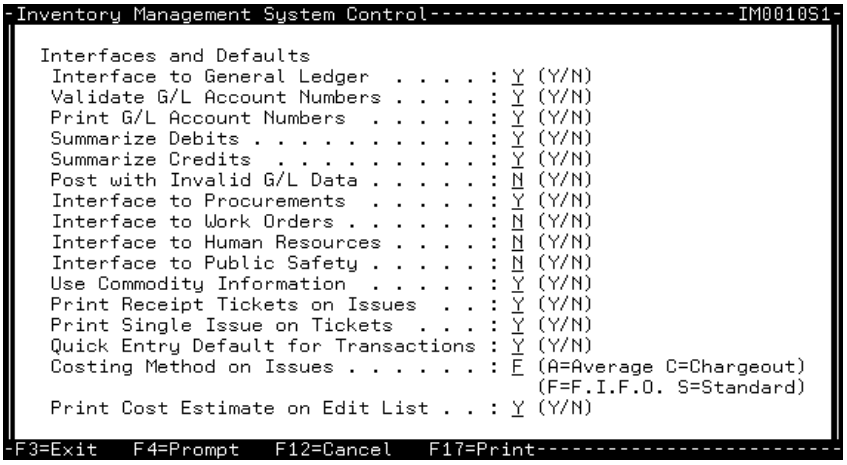
Description of Data Fields within the System Control Maintenance screen GR2010S4	
Field	**Value**
Government-Wide Activities Fund Type	Type or use the prompt to select the government-wide activities fund type.
Next Adjusting Entry Number	The value in this field is the number that will be assigned to the next adjusting entry. The system will automatically increment this value, or a new value can be entered if desired.

Chapter 8
Inventory Management

System Control Maintenance

The *System Control Maintenance* option defines the way your *Inventory Management System* will work for your organization or company. From the *System Administrator Main Menu*, select *System Control Maintenance* to go to the first *Inventory Management System Control* screen.

See the following table for a description of the fields on this screen.

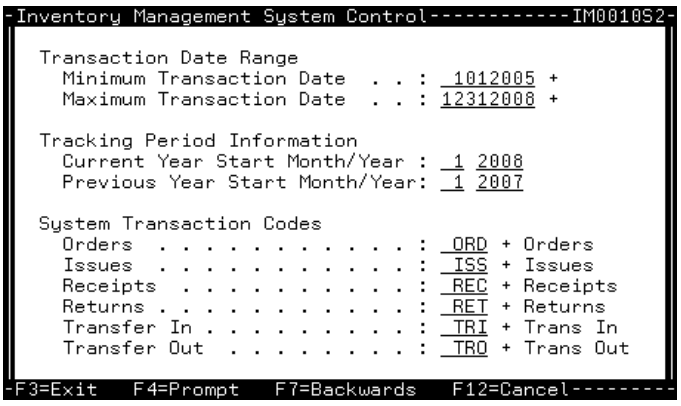


Description of Data Fields within the Inventory Management System Control screen IM0010S1	
Field	**Description**
Interface to General Ledger	Set this field to Yes if Inventory Management is interfaced to General Ledger.
Validate G/L Account Numbers	If both this field and the previous field are set to Yes, the system will validate the general ledger numbers entered.
Print G/L Account Numbers	If this field is set to Yes, the general ledger account number will print on the issue slip.
Summarize Debits	If the system is interfaced to General Ledger and this field is set to Yes, then all debit transactions with the same debit account are summarized into one debit transaction that is then written to the general ledger journal created by the post procedure.

Description of Data Fields within the Inventory Management System Control screen IM0010S1	
Field	**Description**
Summarize Credits	If the system is interfaced to General Ledger and this field is set to Yes, then all credit transactions with the same credit account are summarized into one credit transaction that is then written to the general ledger journal created by the post procedure.
Post with Invalid G/L Data	If this field is set to Yes, when the Post Inventory Transactions option is used, G/L transactions based on inventory transactions will be created, even if they are incorrect.
Interface to Procurements	Set this field to Yes if Inventory Management is interfaced to Procurement.
Interface to Work Orders	Set this field to Yes if Inventory Management is interfaced to Work Orders.
Interface to Human Resources	Set this field to Yes if Inventory Management is interfaced to Human Resources.
Interface to Public Safety	Set this field to Yes if Inventory Management is interfaced to Public Safety.
Use Commodity Information	If this field is set to Yes, inventory items will be identified by commodity code; otherwise, they will be identified by item number.
Print Receipt Tickets on Issues	If this field is set to Yes, a receipt ticket will be printed automatically each time an issue is executed.
Print Single Issues on Tickets	If the Print Receipt Tickets on Issues field is set to Yes and this field is set to Yes, then a ticket will be printed every time an issue is entered. Otherwise, it will print only when the user exits the process or uses the F10 print option.
Quick Entry Default for Transactions	The value here will be defaulted on the Quick Entry field on the first Add Transactions screen.

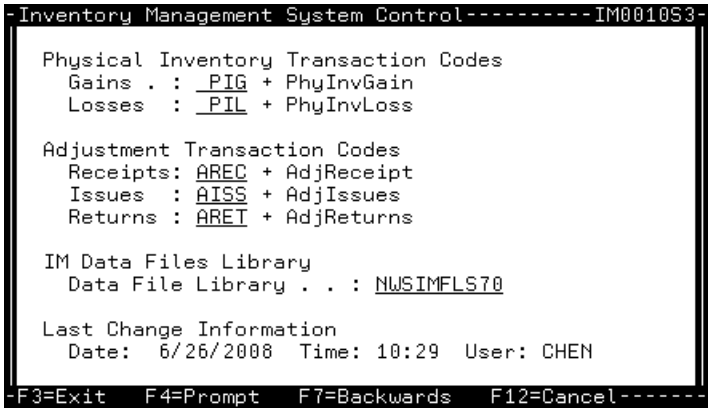
Description of Data Fields within the Inventory Management System Control screen IM0010S1	
Field	**Description**
Costing Method on Issues	Four options are available: • **Average:** The average cost is the on-hand cost divided by the quantity on hand. The cost is the life-to-date received cost minus the life-to-date issued cost. The quantity on hand is the beginning of year quantity plus the year-to-date quantity received plus the year-to-date quantity returned minus the year-to-date quantity issued. This value calculated is then multiplied by the 'Issue Percentage,' if one exists. • **Chargeout:** The value entered in the Chargeout Cost field on the item master, multiplied by the issue percentage, if one exists. • **FIFO:** The quantity on hand is determined, as well as the receipts that make up that quantity. The oldest receipts are considered to make up the quantity requested. The total cost of these receipts are divided by the total number of items requested to arrive at an item cost. This value is then multiplied by the issue percentage, if one exists. • **Standard:** The value entered in the Standard Cost field on the item master, multiplied by the issue percentage, if one exits.
Print Cost Estimate on Edit List	If this field is set to Yes, the edit listing will print a cost estimate for the issue transactions with no specified cost.

Make your entries and press **<Enter>** to advance to the screen IM0010S2.



Description of Data Fields within the Inventory Management System Control screen IM0010S2	
Field	**Description**
Minimum Transaction Date	Enter the earliest date that an invoice transaction can have in the system.
Maximum Transaction Date	Enter the latest date that a new invoice transaction can have in the system.
Current Year Start Month/Year	The entries in these fields define the start of the current fiscal year with respect to your Inventory system.
Previous Year Start Month/Year	The entries in these fields define the start of the previous fiscal year with respect to your Inventory system.
Orders	Use the prompt to select the default transaction type code that will be used for orders. This value is contained in the Transaction Type table.
Issues	Use the prompt to select the default transaction type code that will be used for issues. This value is contained in the Transaction Type table.
Receipts	Use the prompt to select the default transaction type code that will be used for receipts. This value is contained in the Transaction Type table.
Returns	Use the prompt to select the default transaction type code that will be used for returns.
Transfer In	Use the prompt to select the default transaction type code that will be used for transfers in. This value is contained in the Transaction Type table.
Transfer Out	Use the prompt to select the default transaction type code that will be used for transfers out. This value is contained in the Transaction Type table.

Make your entries and press **<Enter>** to advance to the screen IM0010S3.



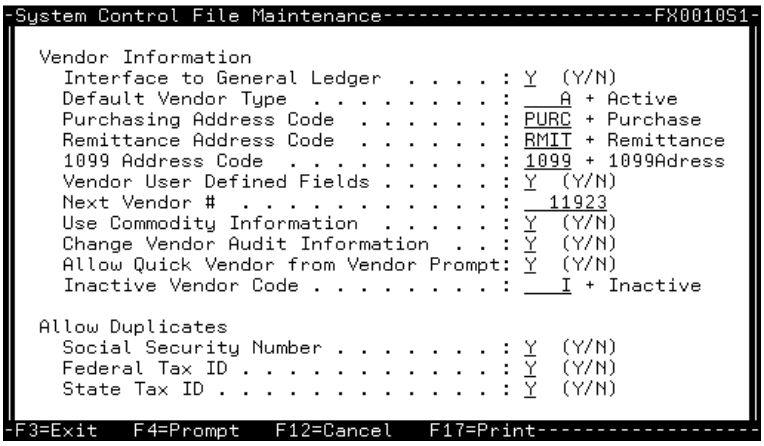
Description of Data Fields within the Inventory Management System Control screen IM0010S3	
Field	**Description**
Gains	Use the prompt to select the code that will be used by the system for gains in physical inventory. This value is contained in the Transaction Type table.
Losses	Use the prompt to select the code that will be used by the system for losses in physical inventory. This value is contained in the Transaction Type table.
Receipts	Use the prompt to select the code that will be used by the system for Receipt Adjustments. This value is contained in the Transaction Type table.
Issues	Use the prompt to select the code that will be used by the system for Issue Adjustments. This value is contained in the Transaction Type table.
Returns	Use the prompt to select the code that will be used by the system for Return Adjustments. This value is contained in the Transaction Type table.
Data File Library	Enter the name of the library that contains the inventory files. In most cases, this will be NWSIMFLS.

Chapter 9
Vendor/Commodity

System Control Maintenance

How things are set up in *System Control Maintenance* will determine how the system will operate at your organization. *System Control Maintenance* setup allows you to determine what defaults your users will see, what interfaces to other parts of the system are used, and what fields will be seen and used in transactions. A thorough and careful setup will make user processing more efficient and accurate.

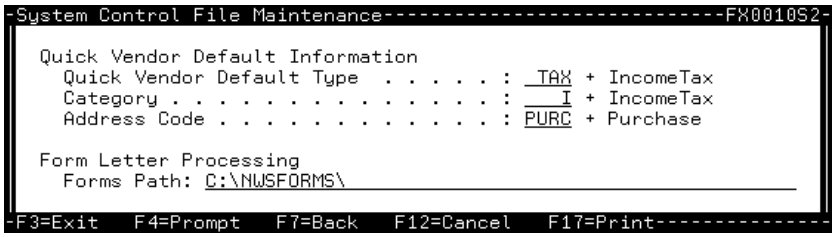
From the *Vendor / Commodity Main Menu* select *System Control*. You will see a screen like the following:



Description of Data Fields within the System Control File Maintenance screen FX0010S1	
Field	**Value**
Interface to General Ledger	If this field is set to Yes, general ledger information will be included in your vendor/commodity processing.
Default Vendor Type	**This field is mandatory.** Select the code that will be defaulted into the Vendor Type each time a new vendor is added.
Purchasing Address Code	**This field is mandatory.** Select the code for the address that should be used as the default purchasing address. In the Procurement module, this value will be defaulted into the Vendor Mailing Code field.

Description of Data Fields within the System Control File Maintenance screen FX0010S1	
Field	**Value**
Remittance Address Code	**This field is mandatory.** Select the code for the address that should be used as the default remittance address. In the Accounts Payable module, this value will be defaulted into the Vendor Mailing Code field when an invoice is selected for payment.
1099 Address Code	**This field is mandatory.** Select the code that represents the address where the vendor's 1099 form should be sent.
Vendor User Defined Fields	If this field is set to Yes, vendor fields defined by your organization will be included when vendor information is processed.
Next Vendor #	**This field is mandatory.** Enter the number the system should assign to the next vendor entered into the system. The system will automatically increment this value, but you may change it to skip numbers as needed for your organization's setup.
Use Commodity Information	If this field is set to Yes, the Commodity Code field will be the key entry field throughout the system, and much of the inputs will be geared around commodity information. A thorough understanding how commodity codes are used in the system is recommended before selecting this option.
Change Vendor Audit Information	Vendor Audit Information is made up of the Current Year-to-Date and Prior Year-to-Date information for each vendor entered in the system. If this field is set to Yes, users will have the ability to change the system-generated audit information. If set to No, users will be able only to view this information.
Allow Quick Vendor from Vendor Prompt	If this field is set to Yes, users will be able to add a quick vendor from the vendor prompt screen. If set to No, users will have to select from the list of available vendors.
Inactive Vendor Code	**This field is mandatory.** Select the code that will represent inactive vendors in the system. You will not be able to select inactive vendors on procurement requests.
Social Security Number	If set to Yes, duplicate SSNs will be allowed in the Vendor/Commodity software.
Federal Tax ID	If set to Yes, duplicate Federal Tax IDs will be allowed in the Vendor/Commodity software.
State Tax ID	If set to Yes, duplicate State Tax IDs will be allowed in the Vendor/Commodity software.

Make your entries and press **<Enter>** to advance to the FX0010S2 screen.



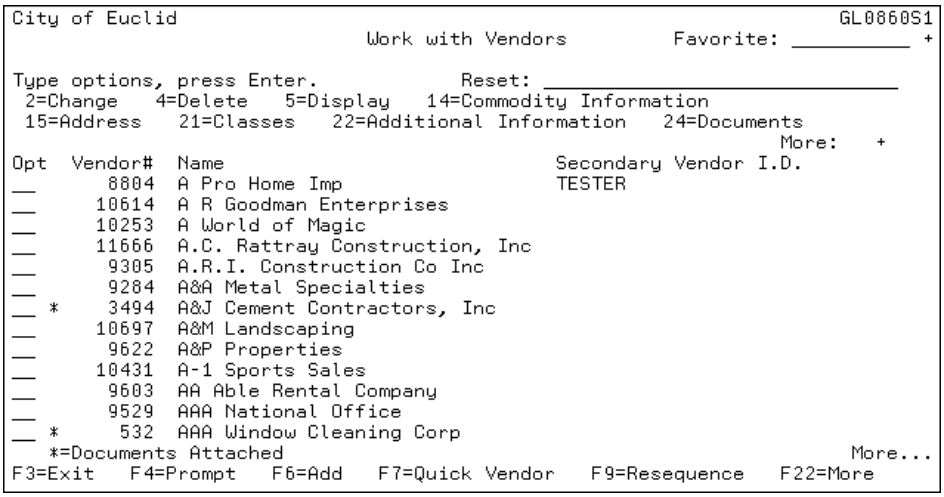
Description of Data Fields within the System Control File Maintenance screen FX0010S2	
Field	**Value**
Quick Vendor Default Type	The entry in this field will default into the Vendor Type field in the Vendor Quick Entry screen.
Category	The entry in this field will default into the Vendor Category field in the Vendor Quick Entry screen.
Address Code	The entry in this field will default into the Mail Code field in the Vendor Quick Entry screen.
Form Letter Processing	Enter the path where the form letter template will reside.

Work with Table Entries

See the *Application Utilities* manual for further information on tables.

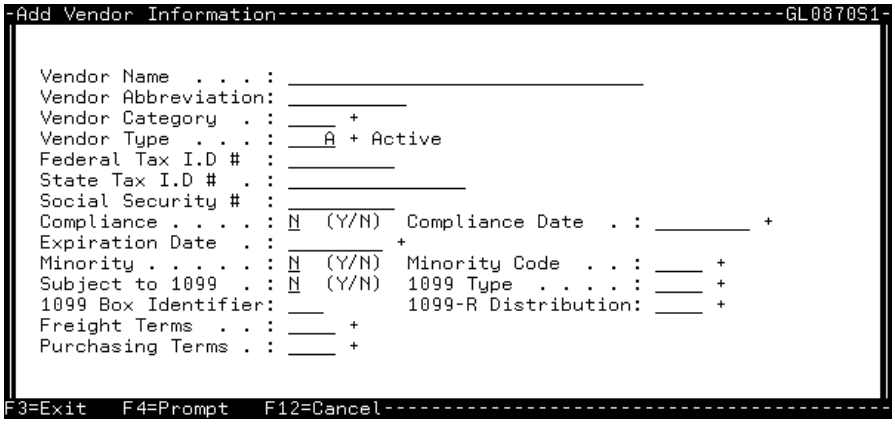
Work with Vendors

The *Work with Vendors* screen gives users access to all the information that can be attached to a vendor. When you select *Work with Vendors* from the *Vendor / Commodity Menu*, you will see a screen like the following:



Add a Vendor

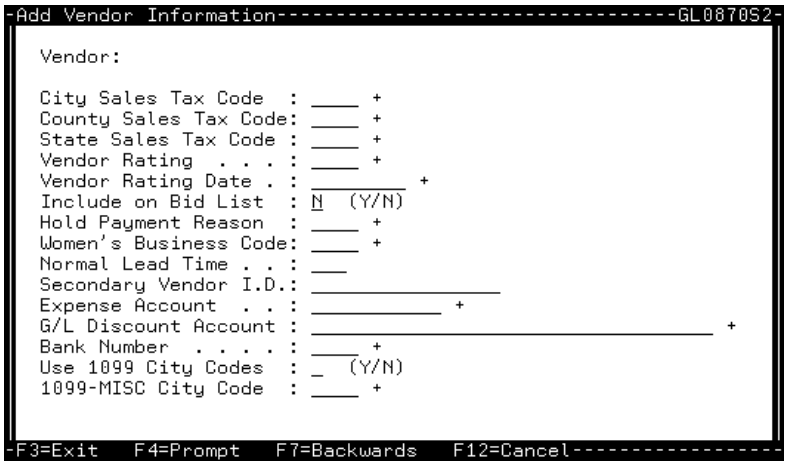
To add a vendor, press **<F6>** from the *Work with Vendors* screen. You will see the following screen:



Description of Data Fields within the Add Vendor Information screen GL0870S1	
Field	**Value**
Vendor Name	**This field is mandatory.** Type the name of the vendor.
Vendor Abbreviation	**This field is mandatory.** Type an abbreviation for the vendor name.
Vendor Category	**This field is mandatory.** Use the prompt to select a valid vendor category or add a new category.

Description of Data Fields within the Add Vendor Information screen GL0870S1	
Field	**Value**
Vendor Type	**This field is mandatory.** Use the prompt to select a vendor type. The code specified in System Control is provided by default.
Federal Tax I.D. #	Type the vendor's nine-digit federal tax ID number. The number must be entered without any delimiters, such as hyphens.
State Tax ID #	Enter the vendor's state tax ID number. The number may be up to fifteen characters and should not use delimiters, such as hyphens.
Social Security #	Enter the vendor's nine-digit Social Security Number. It should be entered without hyphens or dashes.
Compliance	Set this field to Yes if the vendor has achieved compliance with your institution's (or the state's) policy on minority hiring.
Compliance Date	If the vendor has achieved compliance, enter the date here in MMDDYYYY format. This field is mandatory if the **Compliance** field is set to Yes.
Expiration Date	If the vendor has achieved compliance, enter the date that compliance will expire.
Minority	Set this field to Yes if the vendor is a minority.
Minority Code	If the vendor is a minority, use the prompt to select or add the minority code. This field is mandatory if the **Minority** field is set to Yes.
Subject to 1099	Set this field to Yes if the vendor should receive a 1099.
1099 Type	If the vendor receives a 1099, use the prompt to select the type that he or she should receive. This field is mandatory if the **Subject to 1099** field is set to Yes.
1099 Box Identifier	If the vendor receives a 1099, enter the box on the 1099 form in which the earnings should be recorded. This field is mandatory if the **Subject to 1099** field is set to Yes.
1099-R Distribution	Set this field to Yes if the vendor should receive a 1099-R.
Freight Terms	Use the prompt to select the shipping or freight terms that should be applied to the vendor.
Purchasing Terms	Use the prompt to select the purchasing terms that should be applied to the vendor.

Complete the fields and press **<Enter>** to go on to the next screen. You will see a screen like the following:

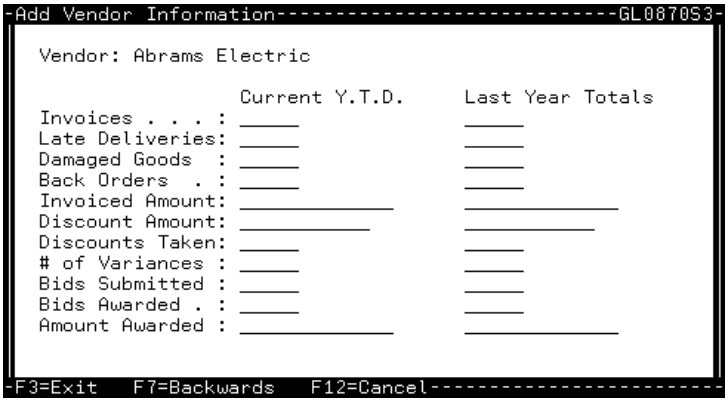


Description of Data Fields within the Add Vendor Information screen GL0870S2	
Field	**Value**
City Sales Tax Code	Use the prompt to select a city sales tax code, if necessary.
County Sales Tax Code	Use the prompt to select a county sales tax code, if applicable.
State Sales Tax Code	Use the prompt to select a state sales tax code, if applicable.
Vendor Rating	If desired, use the prompt to select a rating for the vendor.
Vendor Rating Date	If a rating was entered in the previous field, type or use the prompt to select the date the rating was given.
Include on Bid List	If this filed is set to Yes, the vendor will be included on the bid list for any applicable commodity class.
Hold Payment Reason	If payment to the vendor will be held, use the prompt to select the reason.
Women's Business Code	If the vendor is a woman-owned business, use the prompt to select the appropriate value.
Normal Lead Time	This value is the lead time, in days, required from order to delivery.
Secondary Vendor ID	This field can be used to hold a secondary ID for the vendor, such as their Dun & Bradstreet number.
Expense Account	Select the account number used for expenses related to the vendor.
G/L Discount Account	Select the G/L account number to be defaulted onto an Accounts Payable invoice when applying a discount. This number can be changed on the invoice at the time of entry.

Description of Data Fields within the Add Vendor Information screen GL0870S2	
Field	**Value**
Bank Number	Use the prompt to select a code for a bank with which your financial institution does business.
Use 1099 City Codes	This field indicates whether to use the vendor's 1099 city codes.
1099-MISC City Code	Use the prompt to select which vendor's city needs a 1099-MISC sent to them.

Complete the fields as needed and press **<Enter>** to go on to the next screen.

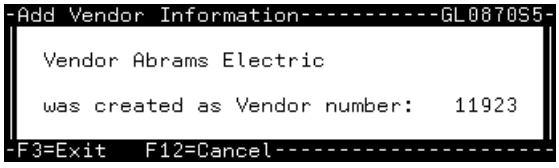
This screen shows current and year-to-date totals for the vendor. When you continue from the second Add Vendor Information screen, you will see a screen like the following:



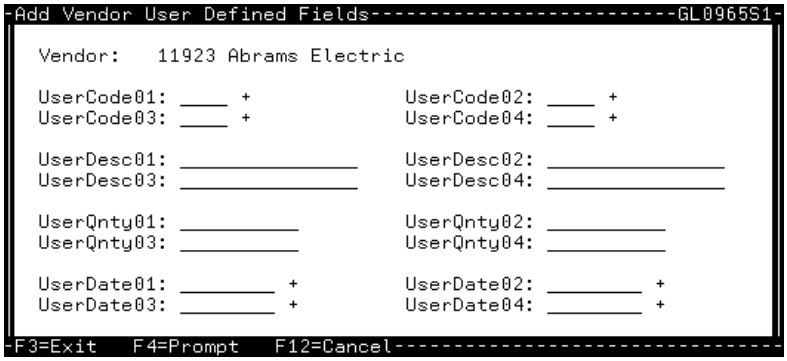
Description of Data Fields within the Add Vendor Information screen GL0870S3	
Field	**Value**
Invoices	Enter, in whole numbers, the number of purchases made from this vendor either in the current year or in the previous year.
Late Deliveries	Enter the number of late deliveries received from this vendor for the current year and/or the previous year.
Damaged Goods	Enter the amount of times that goods from this vendor arrived damaged in the current year and/or the previous year.
Back Orders	Enter the number of times that items ordered from this vendor have been back ordered for the current year and/or the previous year.

Description of Data Fields within the Add Vendor Information screen GL0870S3	
Field	**Value**
Invoiced Amount	The total cost, in dollars and cents, of all goods and services purchases from this vendor for the current year and/or the previous year.
Discount Amount	The total amount, in dollars and cents, saved in the current and/or previous year from discounts given by the vendor.
Discounts Taken	Enter the number of times purchases have been discounted for this vendor for the current year and/or the previous year.
# of Variances	Enter the number of times that the price quoted by the vendor has varied from the price paid. This value can be entered for both the current year (to date) and as a total for the previous year.
Bids Submitted	Enter the number of bids submitted by this vendor for the current year and/or the previous year.
Bids Awarded	Enter the number of bids awarded to this vendor for the current year and/or the previous year.
Amount Awarded	Enter, in dollars and cents, the total cost of bids awarded to this vendor for the current year and/or the previous year.

As new transactions are added for this vendor, the system will update any current values entered here. Complete the fields as needed and press **<Enter>**. The system will now display the vendor number that it has assigned to the vendor:

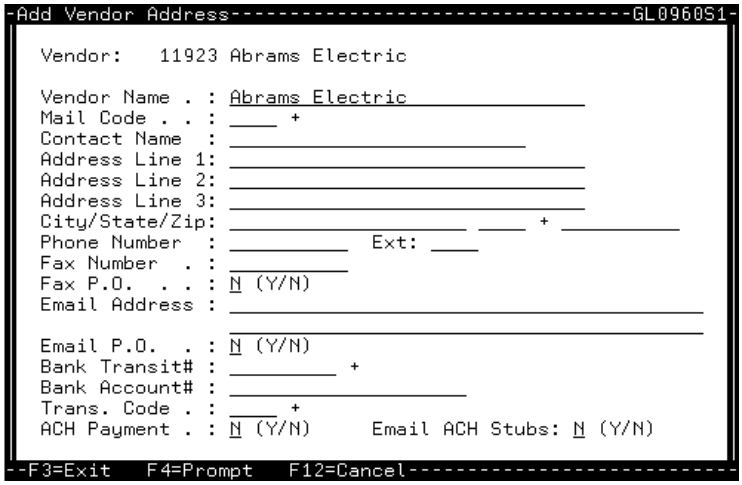


Press **<Enter>** to continue. You will see the following screen:



The fields shown here are for user-defined information. If your institution has assigned significance to any of the field, complete the information as needed. Press **<Enter>** to continue to the next screen.

This screen enables users to enter addresses for the vendor. When you press on **<Enter>** on Screen 4, you will see a screen like the following:



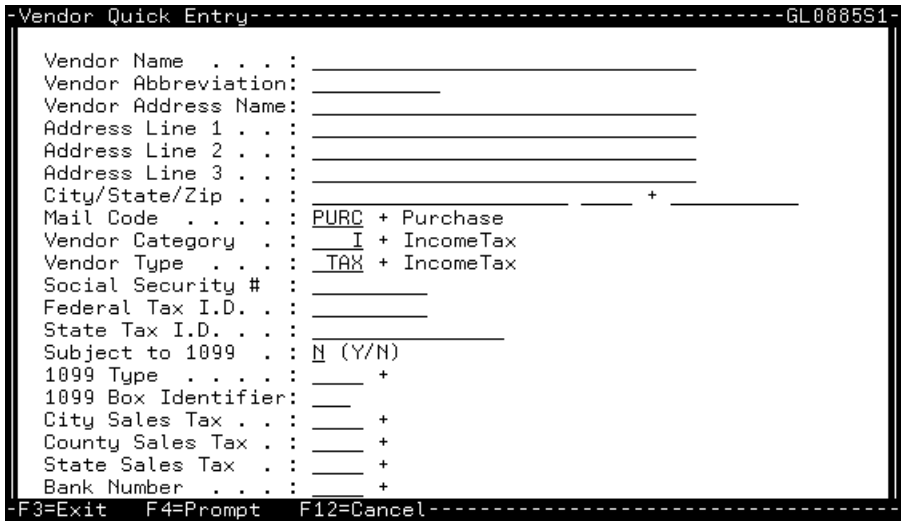
Description of Data Fields within the Add Vendor Address screen	
Field	**Value**
Vendor Name	This field will already be populated based on the name entered in Screen 1.
Address Code	**This field is mandatory.** Use the prompt to select the correct code for this address type. Examples might include remitting address or purchasing address.
Contact Name	Type the name of the person who will serve as your organization's contact at this location.
Address Line 1	Type the first line of the address, usually the number and street, in this field.
Address Line 2	Type the second line of the address in this field, if applicable. The second line is frequently used for a suite number.
Address Line 3	Type the third line of the address here, if applicable.
City/State/Zip	Type the city, state, and zip code in the field provided. The state field is promptable; it will supply the two-letter postal abbreviation for the state.
Phone Number/Ext	Type the phone number and extension, if applicable, for this address.
Fax Number	This field is mandatory if the Fax Purchase Order field is set to Yes. Type the fax number associated with this address.
Fax P.O.	Set this field to Yes if purchase orders will be faxed to this vendor.

Description of Data Fields within the Add Vendor Address screen	
Field	**Value**
E-Mail Address	This field is mandatory if the E-mail Purchase Orders field is set to Yes. There are two fields for e-mail address in case an additional address needs to be entered.
E-Mail P.O.	Set this field to Yes if purchase orders will be emailed to the vendor.
Bank Transit #	Enter the electronic address of the bank that will receive the payment. This field is mandatory if the **ACH Payment** field below is set to Yes. Prompting will bring up the Bank Account prompt. If the transit number is on the bank account selected, it will populate this field and the bank account # field if it was entered.
Bank Account #	Enter the account number that will receive the payment. This field is mandatory if the **ACH Payment** field below is set to Yes.
Trans. Code	Use the prompt to select how payment will be transferred. This field is mandatory if the **ACH Payment** field below is set to Yes. Valid values are as follows: 22 – Checking Deposit 23 – Checking Prenote 32 – Savings Deposit 33 – Savings Prenote
ACH Payment	If this field is set to Yes, payments will be sent using ACH. Otherwise, a check will be sent. This field is the only thing that tells the system that the payment is an ACH payment.

Complete the fields and press **<Enter>** to add the address. The screen will then clear so you can add another address if necessary.

Add a Quick Vendor

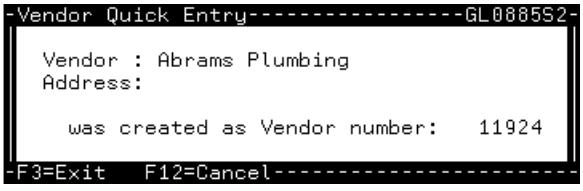
Pressing **<F7>** enables users to add a vendor more quickly than the standard add process.



Description of Data Fields within the Vendor Quick Entry screen	
Field	**Value**
Vendor Name	**This field is mandatory.** Type the name of the vendor.
Vendor Abbreviation	**This field is mandatory.** Type an abbreviation for the vendor name.
Vendor Address Name	This is the name to be used with the address below. It is usually the same as the vendor name.
Address Line 1	Type the first line of the address, usually the number and street, in this field.
Address Line 2	Type the second line of the address in this field, if applicable. The second line is frequently used for a suite number.
Address Line 3	Type the third line of the address here, if applicable.
City/State/Zip	Type the city, state, and zip code in the field provided. The state field is promptable; it will supply the two-letter postal abbreviation for the state.
Mail Code	**This field is mandatory.** Use the prompt to select the correct code for this address type. Examples might include remitting address or purchasing address.
Vendor Category	**This field is mandatory.** Use the prompt to select a valid vendor category or add a new category.
Vendor Type	**This field is mandatory.** Use the prompt to select a vendor type. The code specified in System Control is provided by default.
Social Security #	Enter the vendor's nine-digit Social Security Number. It should be entered without hyphens or dashes.

Description of Data Fields within the Vendor Quick Entry screen	
Field	**Value**
Federal Tax I.D.	Type the vendor's nine-digit federal tax ID number. The number must be entered without any delimiters, such as hyphens.
State Tax I.D.	Enter the vendor's state tax ID number. The number may be up to fifteen characters and should not use delimiters, such as hyphens.
Subject to 1099	Set this field to Yes if the vendor should receive a 1099.
1099 Type	If the vendor receives a 1099, use the prompt to select the type that he or she should receive. This field is mandatory if the **Subject to 1099** field is set to Yes.
1099 Box Identifier	If the vendor receives a 1099, enter the box on the 1099 form in which the earnings should be recorded. This field is mandatory if the **Subject to 1099** field is set to Yes.
City Sales Tax	Use the prompt to select a city sales tax code, if necessary.
County Sales Tax	Use the prompt to select a county sales tax code, if applicable.
State Sales Tax	Use the prompt to select a state sales tax code, if applicable.
Bank Number	Use the prompt to select a code for a bank with which your financial institution does business.

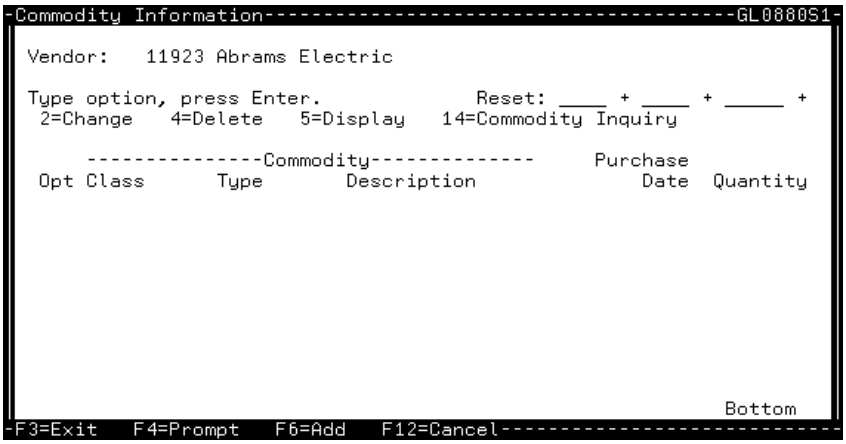
Complete the fields and press **<Enter>**. The system will now display the vendor number that it has assigned to the vendor:



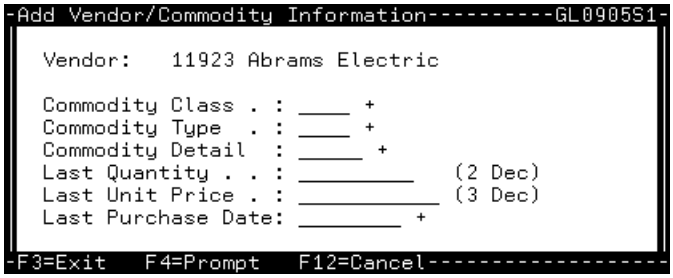
Press **<Enter>**. The system will return you to the *Vendor Quick Entry* screen, where you can add another vendor, if necessary.

Commodity Information

The *Work with Vendors* screen gives users the ability to add commodity information to a vendor. Type a "14" in the ***Opt*** field associated with a vendor and press **<Enter>**. You will see a screen like the following:



Existing commodity information for the vendor will be displayed on the screen. Press **<F6>** to add. You will see the following screen:



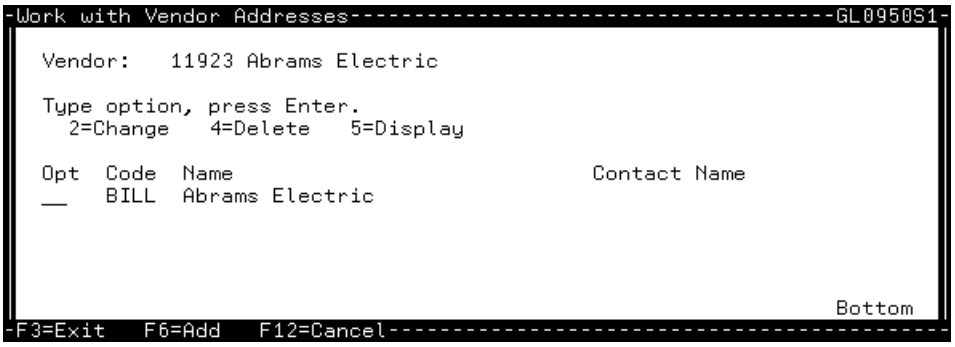
Description of Data Fields within the Add Vendor/Commodity Information screen	
Field	**Value**
Commodity Class	**This field is mandatory.** Use the prompt to select a valid commodity class. The class is a code that identifies a group of commodities.
Commodity Type	**This field is mandatory.** Use the prompt to select the type of commodity being added. The commodity type is a subdivision of the commodity class, and further classifies the item.
Commodity Detail	**This field is mandatory.** Use the prompt to select the detail information for the commodity type chosen.
Last Quantity	Type the last quantity of this commodity that was ordered from the vendor. Up to two decimal places may be used.
Last Unit Price	Enter the price, in dollars and cents, of the last unit of this commodity ordered from the vendor. Up to three decimal places may be used.

Description of Data Fields within the Add Vendor/Commodity Information screen	
Field	**Value**
Last Purchase Date	Use the prompt or type the last date that this commodity was ordered from the vendor.

Complete the fields and press **<Enter>** to add the information.

Work with Vendor Addresses

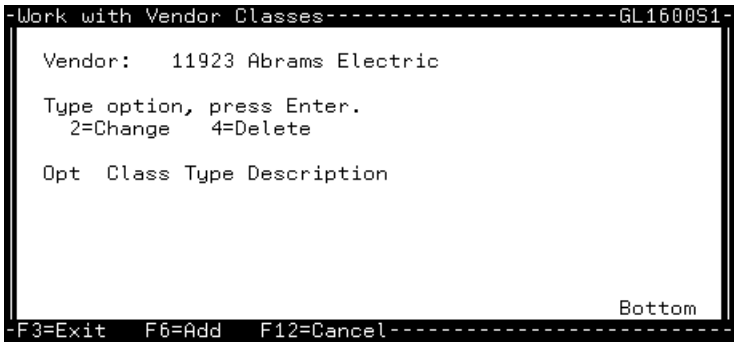
This option displays all addresses entered for the selected vendor. Type a "15" in the ***Opt*** field associated with a vendor and press **<Enter>**. You will see the following screen:



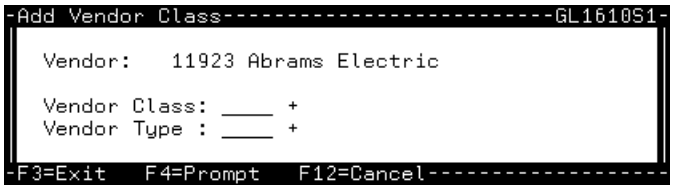
See the "Add Vendor Address screen" on page 151 screen for more information about the fields for adding an address.

Work with Vendor Classes

This option enables the user to attach classes to a vendor for the goods and/or services the vendor provides. Type a "21" in the ***Opt*** field associated with a vendor and press **<Enter>**. You will see a screen like the following:



The current classes attached to the vendor are displayed here. If there are additional ones to be added, press **<F6>**. You will see a screen like the following:

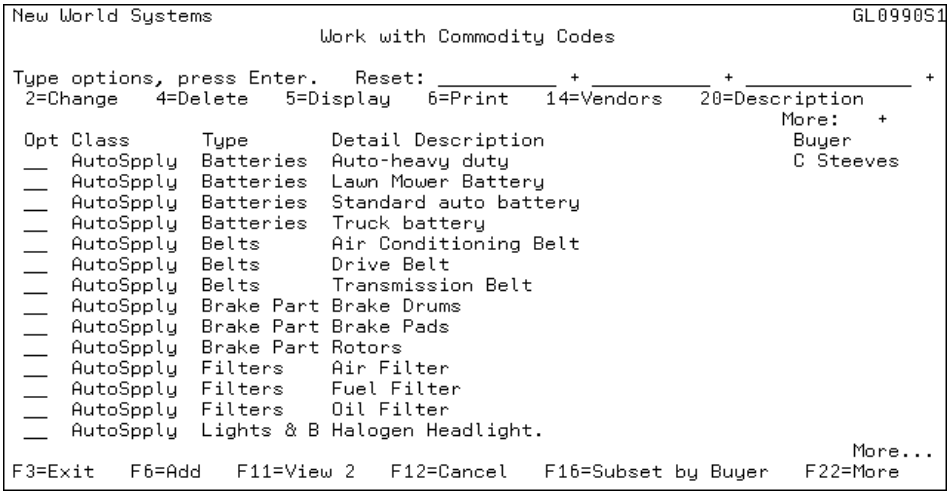


Description of Data Fields within the Add Vendor Class screen	
Field	**Value**
Vendor Class	**This field is mandatory.** Use the prompt to select a class for the vendor.
Vendor Type	This value identifies the commodity type for this vendor. Use the prompt to select a type, if desired.

Complete the fields and press **<Enter>** to add the class.

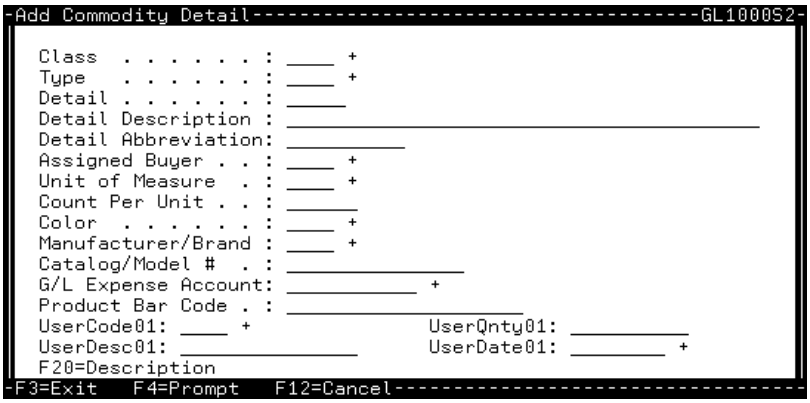
Work with Commodity Codes

This option enables you to maintain commodity items/services that vendors provide. When you select this option from the *Vendor Commodity Menu*, you will see the following screen:



Add a Commodity Code

If the commodity code you need is not present, press **<F6>**. You will see the following screen:



Description of Data Fields within the Add Commodity Detail screen	
Field	**Value**
Class	**This field is mandatory.** Use the prompt to select a valid commodity class. The class is a code that identifies a group of commodities.
Type	**This field is mandatory.** Use the prompt to select the type of commodity being added. The commodity type is a subdivision of the commodity class, and further classifies the item.
Detail	**This field is mandatory.** Use the prompt to select the detail information for the commodity type chosen.
Detail Description	**This field is mandatory.** Enter a description of the commodity that will make it easy to recognize. The maximum length is 35 characters.
Detail Abbreviation	**This field is mandatory.** Enter an abbreviation of the detail description. The abbreviation can be up to ten characters long.
Assigned Buyer	Use the prompt to select the buyer assigned to this commodity. If no specific buyer has been assigned, leave this field blank.
Unit of Measure	Use the prompt to select a unit of measure that the commodity is measured in. For example, computers and copies might be measured with "Each," while paper might be measured with "Box."
Count per Unit	Enter the number of the commodity contained in its unit of measure. For example, if you are measuring paper in boxes, and there are 10 reams to a box, the count per unit would be 10.
Color	If there are color options for this commodity, use the prompt to select the color.
Manufacturer/ Brand	If applicable, use the prompt to select the code for the manufacturer or brand.

Description of Data Fields within the Add Commodity Detail screen	
Field	**Value**
Catalog/Model #	Type the catalog or model number by which the commodity item is referenced for ordering.
G/L Expense Account	Use the prompt to select the G/L expense account related to the commodity.
Product Bar Code	Type the bar code from the product. This field can hold up to 20 characters.
UserCode 01	This field can be used to maintain user-defined information.
UserQnty 01	This field can be used to maintain user-defined information.
UserDesc 01	This field can be used to maintain user-defined information.
UserDate 01	This field can be used to maintain user-defined information.

Complete the fields and press **<Enter>** to add the commodity code.

Work with Bank Accounts

Use this option to maintain bank account information for banks with which your organization does business. For more information, please see "Work with Bank Accounts" on page 111.

Work with Purchasing Terms

This option is used to maintain the purchasing term codes used by your organization. These codes are used to designate a percentage of the purchase discount given if it is paid for in a certain time period. When you select this option from the *Vendor Commodity Menu*, you will see the following screen:

```
City of Euclid                                                    GL1710S1
                          Work with Purchasing Terms

Type option, press Enter.                    Reset: _____________________ +
 2=Change   4=Delete

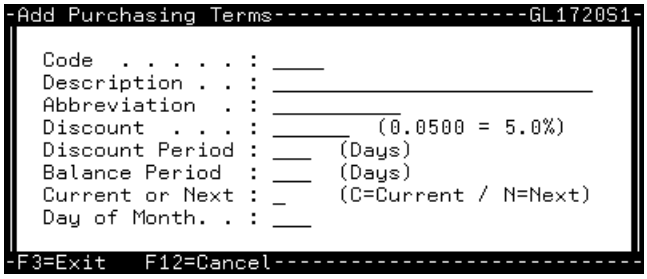
                                                    ------Discount------
Opt Code Description               Abbreviation     Percent   Days   Net
__  0001 Net 10 days               Net 10
__  0002 Net 20 days               Net 20
__  0003 Net 30 days               Net 30
__  0000 No Discount               No Disc
__  0004 2% 10 days Net 30         2% net 30          2.00     10    30
__  0005 3% 10 days Net 30         3% net 30          3.00     10    30
__  0006 4% 10 days Net 30         4% Net 30          4.00     10    30
__  0007 5% 10 days Net 30         5% net 30          5.00     10    30




                                                                  Bottom
F3=Exit   F6=Add   F9=Resequence by Code   F17=Print   F12=Cancel
```

Add Purchasing Terms

Purchasing term codes can be added by pressing **<F6>**. You will see the following screen:

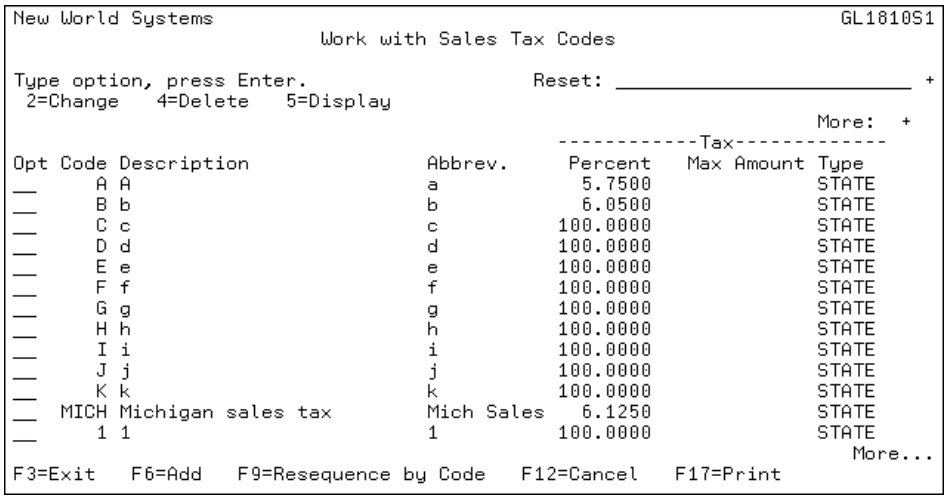


Description of Data Fields within the Add Purchasing Terms screen	
Field	**Value**
Code	**This field is mandatory.** Enter the code that will be the unique identifier for the purchasing terms.
Description	**This field is mandatory.** Type a description of the purchasing term code.
Abbreviation	**This field is mandatory.** Type an abbreviation of the description.
Discount	Enter the discount percentage in decimal format (50% = .50). This is a four-digit decimal field.
Discount Period	If the discount expires in a defined number of days, enter the number of days the discount applies.
Balance Period	If the discount is only available for a certain balance period, enter the number of days the discount applies.
Current or Next	If the discount is only available for the current or next purchase, select the appropriate option.
Day of Month	If the discount is only available until a certain day of the month, enter the day of the month up to which the discount is available.

Complete the fields and press **<Enter>** to add the purchasing term code.

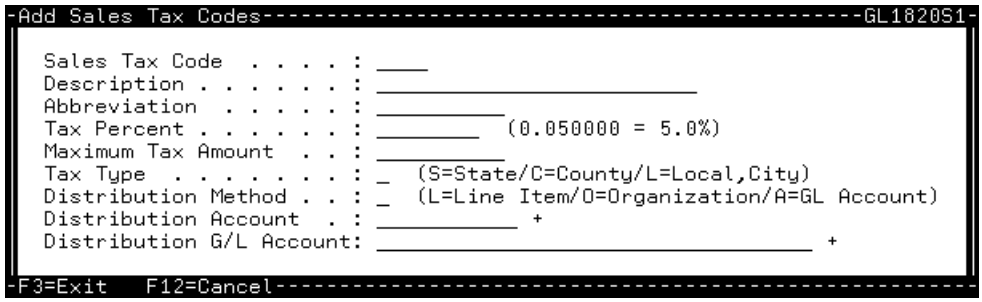
Work with Sales Tax Codes

The *Work with Sales Tax Codes* option enables users to maintain the sales tax codes they use with vendors. When you select this option, you will see the following screen:



Add Sales Tax Codes

Sales tax codes can be added by pressing **<F6>**. You will see the following screen:



Description of Data Fields within the Add Sales Tax Codes screen	
Field	**Value**
Sales Tax Code	**This field is mandatory.** Enter the code that will be the unique identifier for the sales tax.
Description	**This field is mandatory.** Type a description of the sales tax code.
Abbreviation	**This field is mandatory.** Type an abbreviation of the description.
Tax Percent	**This field is mandatory.** This is a four-digit decimal field. Enter the percentage of taxation that will be assessed using this particular tax.
Max. Tax Amount	If a tax cap is used, enter the dollar amount for the maximum tax that can be collected.
Tax Type	**This field is mandatory.** Select the description of the tax type: State, County, or Local/City.

Description of Data Fields within the Add Sales Tax Codes screen	
Field	**Value**
Dist. Method	**This field is mandatory.** Select the code that indicates how sales tax is distributed in the system: by line item, by organization, or by G/L account.
Dist. Account	This field is mandatory when the Organization distribution method is used. Use the prompt to select the proper distribution account.
Dist. G/L Account	Use the prompt to enter the G/L account that will be used for the invoice.

Complete the fields and press **<Enter>** to add the sales tax code.

Work with Form Letters

Form letters are a utility that enables you to manage the documents that may accompany certain transactions involving vendors. When you select *Work with Form Letters* from the *Vendor/Commodity Menu*, you will see a screen like the following:

```
New World Systems                                                FX0800S1
                          Work with Form Letters

Type options, press Enter.                                Reset: ____ +
 2=Change    4=Delete

Opt Cat  Form Name                      Description
__  ARFL ARInvoice                      AR Word Invoice
__  ARFL ARInvoice1                     Accounts Receivable Invoice 1
__  ARFL ARInvoice2                     Accounts Receivable Invoice 2
__  ARFL DUNNING LETTER                 DUNNING
__  BQFL BQFORM1                        BQFORM
__  BQLB Avery 5162                     Avery 5162 Laser
__  CPFL Complaint                      Formal Complaint Form

                                                                  Bottom
F3=Exit    F4=Prompt    F5=Refresh    F6=Add    F12=Cancel
```

Add Form Letters

As new form letter options become available, they can be added to this table. From *Work with Form Letters*, press **<F6>**. You will see a screen like the following:

```
-Add Form Letter-----------------------------------FX0810S1-
|
|  Category  . . . : ____ +
|  Form Name . . . : ____________________________
|  Description . . : ____________________________________
|  Abbreviation  . : __________
|  Maximum Per Page: __
|
-F3=Exit    F4=Prompt    F12=Cancel-------------------------
```

Description of Data Fields within the Add Form Letter screen	
Field	**Value**
Category	**This field is mandatory.** Type a category for the form letter. It can contain up to 4 characters.
Form Name	**This field is mandatory.** Type the name that the form has been assigned. This field can contain up to 30 characters.
Description	**This field is mandatory.** Type a description of the form letter in this field. It may contain up to 35 characters.
Abbreviation	**This field is mandatory.** Type an abbreviation of the description. This will be used on some reports. It may contain up to 10 characters.
Maximum Per Page	This field may be used with invoices and labels to specify the number of invoice items and labels, respectively, that should print on a page.

Complete the fields and press **<Enter>** to add the form letter. The form itself is created by New World.

Chapter 10
Data File Descriptions – Field Level Information

Vendor Address Master File (APADDR)

Field Name	Data Type	Field Length	Start Position	Column Heading
VACODE	Character	4	1	ADDRESS CODE
VAVND#	Character	7	5	VENDOR NUMBER
VANAME	Character	30	12	VENDOR NAME
VAADD1	Character	30	42	ADDRESS – LINE 1
VAADD2	Character	30	72	ADDRESS – LINE 2
VAADD3	Character	30	102	ADDRESS – LINE 3
VACITY	Character	20	132	CITY
VASTAT	Character	4	152	STATE
VAZIP	Character	10	156	ZIP CODE
VAPHON	Character	10	166	PHONE NUMBER
VAEXT	Character	4	176	PHONE – EXTENSION
VAFAX	Character	10	180	FAX – PHONE NUMBER
VACONT	Character	25	190	CONTACT NAME
VALCD	Packed Numeric	8, 0	215	LAST CHANGE DATE
VALCT	Packed Numeric	4, 0	220	LAST CHANGE TIME
VALCU	Character	10	223	LAST CHANGE USER
VAUFAX	Character	1	233	FAX FOR P.O. Y/N
VAUEM	Character	1	234	EMAIL FOR P.O. Y/N
VAEMAD	Character	80	235	EMAIL ADDRESS
VATRAN	Character	9	315	TRANSIT CODE
VAACT#	Character	20	324	ACCOUNT #
VAMSCP	Character	10	344	MISC. PHONE #
VAMSCC	Character	4	354	MISC. PHONE CODE

Field Name	Data Type	Field Length	Start Position	Column Heading
VAFTBL	Character	4	358	FUTURE TABLE #
VAFYN	Character	1	362	FUTURE Y/N
VAFDSC	Character	25	363	FUTURE DESC.

Vendor Master User-Defined Files (APMSTU)

Field Name	Data Type	Field Length	Start Position	Column Heading
VUVND#	Character	7	1	VENDOR NUMBER
VUCOD1	Character	4	8	USER CODE 1
VUCOD2	Character	4	12	USER CODE 2
VUCOD3	Character	4	16	USER CODE 3
VUCOD4	Character	4	20	USER CODE 4
VUDSC1	Character	15	24	USER DESC. 1
VUDSC2	Character	15	39	USER DESC. 2
VUDSC3	Character	15	54	USER DESC. 3
VUDSC4	Character	15	69	USER DESC. 4
VUQTY1	Packed Numeric	9, 0	84	USER QUANTITY 1
VUQTY2	Packed Numeric	9, 0	89	USER QUANTITY 2
VUQTY3	Packed Numeric	9, 0	94	USER QUANTITY 3
VUQTY4	Packed Numeric	9, 0	99	USER QUANTITY 4
VUDAT1	Packed Numeric	8, 0	104	USER DATE 1
VUDAT2	Packed Numeric	8, 0	109	USER DATE 2
VUDAT3	Packed Numeric	8, 0	114	USER DATE 3
VUDAT4	Packed Numeric	8, 0	119	USER DATE 4
VULCD	Packed Numeric	8, 0	124	LAST CHANGE DATE
VULCT	Packed Numeric	4, 0	129	LAST CHANGE TIME
VULCU	Character	10	132	LST CHANGE USER

Vendor Class (APVCLS)

Field Name	Data Type	Field Length	Start Position	Column Heading
VSVND#	Character	7	1	VENDOR NUMBER
VSCLAS	Character	4	8	COMM CODE CLASS
VSLCD	Packed Numeric	8, 0	12	LAST CHANGE DATE
VSLCT	Packed Numeric	4, 0	17	LASTE CHANGE USER
VSLCU	Character	10	20	LAST CHANGE USER
VSTYPE	Character	4	30	COMMODITY CODE TYPE

Vendor Commodity Detail (APVCOM)

Field Name	Data Type	Field Length	Start Position	Column Heading
VCVEN#	Character	7	1	VENDOR NUMBER
VCCLAS	Character	4	8	COMM CODE CLASS
VCITEM	Character	4	12	COMM CODE TYPE
VCDETL	Character	5	16	COMM CODE DETAIL
VCLUNP	Packed Numeric	9, 3	21	LAST UNIT PRICE
VCLPDT	Packed Numeric	8, 0	26	LAST PURCHASE DATE
VCLQTY	Packed Numeric	7, 2	31	LAST QUANTITY ORDERED
VCLCD	Packed Numeric	8, 0	35	LAST CHANGE DATE
VCLCT	Packed Numeric	4, 0	40	LAST CHANGE USER
VCLCU	Character	10	43	LAST CHANGE USER

Vendor Master File by Vendor # (APVMST)

Field Name	Data Type	Field Length	Start Position	Column Heading
VMVND#	Character	7	1	VENDOR NUMBER
VMNAME	Character	30	8	VENDOR NAME
VMABRV	Character	10	38	VENDOR ABBREVIATION

Field Name	Data Type	Field Length	Start Position	Column Heading
VMVTYP	Character	4	48	VENDOR TYPE
VMVCAT	Character	4	52	VENDOR CATEGORY
VMEXBS	Character	5	56	EXPENSE ACCT. BASE
VMEXDT	Character	5	61	EXPENSE ACCT. DETAIL
VMDACT	Character	28	66	DISCOUNT G/L ACCOUNT
VMBANK	Character	4	94	BANK NUMBER
VMFOB	Character	4	98	FREIGHT TERMS
VMPTRM	Character	4	102	PURCH. TERMS
VMNUM	Packed Numeric	5, 0	106	YTD NUMBER INVOICES
VMLAT	Packed Numeric	5, 0	109	YTD # LATE DELIVERY
VMDAM	Packed Numeric	5, 0	112	YTD DAMAGED GOODS
VMOUT	Packed Numeric	5, 0	115	YTD BACK ORDERS
VMPUR	Packed Numeric	11, 2	118	YTD INVOICED AMT
VMDIS	Packed Numeric	9, 2	124	YTD DISCOUNTS TAKEN
VMBID	Packed Numeric	5, 0	129	YTD BIDS SUBMITTED
VMAWD	Packed Numeric	5, 0	132	YTD BIDS AWARDED
VMBDL	Packed Numeric	11, 2	135	YTD AMOUNT AWARDED
VMVAR	Packed Numeric	5, 0	141	YTD # OF VARIANCES
VMDPR	Packed Numeric	5, 0	144	YTD DISCOUNTED PURCH.
VMNUM2	Packed Numeric	5, 0	147	YTD NUMBER INVOICES
VMLAT2	Packed Numeric	5, 0	150	YTD # LATE DELIVERY
VMDAM2	Packed Numeric	5, 0	153	YTD DAMAGED GOODS
VMOUT2	Packed Numeric	5, 0	156	YTD BACK ORDERS
VMPUR2	Packed Numeric	11, 2	159	YTD INVOICED AMT
VMDSC2	Packed Numeric	9, 2	165	YTD DISCOUNTS TAKEN
VMBID2	Packed Numeric	5, 0	170	YTD BIDS SUBMITTED
VMAWD2	Packed Numeric	5, 0	173	YTD BIDS AWARDED
VMBDL2	Packed Numeric	11, 2	176	YTD AMOUNT AWARDED
VMVAR2	Packed Numeric	5, 0	182	YTD # OF VARIANCES
VMDPR2	Packed Numeric	5, 0	185	YTD DISCOUNTED PURCH.
VMSTTX	Character	4	188	STATE SALES TAX

Field Name	Data Type	Field Length	Start Position	Column Heading
VMCTTX	Character	4	192	CITY SALES TAX
VMCNTX	Character	4	196	COUNTY SALES TAX
VMCMCD	Character	1	200	COMPLIANCE Y/N
VMCMDT	Packed Numeric	8, 0	201	COMPLIANCE DATE
VMEXPD	Packed Numeric	8, 0	206	EXPIRATION DATE
VMMCYN	Character	1	211	MINORITY CODE Y/N
VMMNCD	Character	4	212	MINORITY CODE
VM1099	Character	1	216	SUBJECT TO 1099 Y/N
VM99BX	Character	2	217	1099 BOX IDENTIFIER
VM99TP	Character	4	219	1099 TYPE
VMSSN	Packed Numeric	9, 0	223	SOCIAL SECURITY #
VMFTID	Character	9	228	FEDERAL TAX I.D.
VMSTID	Character	15	237	STATE TAX I.D.
VMWBC	Character	4	252	WOMEN'S BUSINESS CODE
VMRCOD	Character	4	256	VENDOR RATE CODE
VMRDAT	Packed Numeric	8, 0	260	VENDOR RATE DATE
VMBIDS	Character	1	265	ON BID LIST Y/N
VMLEAD	Packed Numeric	3, 0	266	NORMAL LEAD TIME
VMDUN#	Character	16	268	DUN & BRADSTREET #
VMHOLD	Character	4	284	HOLD PAY REASON
VMLCD	Packed Numeric	8, 0	288	LAST CHANGE DATE
VMLCT	Packed Numeric	4, 0	293	LAST CHANGE TIME
VMLCU	Character	10	296	LAST CHANGE USER
VM99DS	Character	4	306	1099 DISTRIBUTION

Commodity Code Class File (CCCLAS)

Field Name	Data Type	Field Length	Start Position	Column Heading
CSCLAS	Character	4	1	COMM CODE CLASS
CSDESC	Character	35	5	CLASS DESCRIPTION
CSABBV	Character	10	40	CLASS ABBREVIATION

Field Name	Data Type	Field Length	Start Position	Column Heading
CSLCD	Packed Numeric	8, 0	50	LAST CHANGE DATE
CSLCT	Packed Numeric	4, 0	55	LAST CHANGE TIME
CSLCU	Character	10	58	LAST CHANGE USER

Commodity Code Text Description (CCDESC)

Field Name	Data Type	Field Length	Start Position	Column Heading
CTCLAS	Character	4	1	COMM CODE CLASS
CTITEM	Character	4	5	COMM CODE TYPE
CTDETL	Character	5	9	COMM CODE DETAIL
CTLINE	Packed Numeric	3, 0	14	LINE NUMBER
CTDESC	Character	40	16	ITEM DESCRIPTION
CTLCD	Packed Numeric	8, 0	56	LAST CHANGE DATE
CTLCT	Packed Numeric	4, 0	61	LAST CHANGE TIME
CTLCU	Character	10	64	LAST CHANGE USER

Commodity Code Detail File (CCDETL)

Field Name	Data Type	Field Length	Start Position	Column Heading
CDCLAS	Character	4	1	COMM CODE CLASS
CDITEM	Character	4	5	COMM CODE TYPE
CDDETL	Character	5	9	COMM CODE DETAIL
CDDESC	Character	35	14	DETAIL DESCRIPTION
CDABRV	Character	10	49	DETAIL ABBREVIATION
CDCOLR	Character	4	59	COLOR #35
CDUNMS	Character	4	63	UNIT OF MEASURE #34
CDCTUN	Packed Numeric	5, 0	67	COUNT PER UNIT
CDMFBR	Character	4	70	MANUFCTR/BRAND #36
CDCTMD	Character	15	74	CATALOG#/MODEL#
CDBUYR	Character	4	89	PRIMARY BUYER #12

Field Name	Data Type	Field Length	Start Position	Column Heading
CDLUNP	Packed Numeric	9, 3	93	LAST UNIT PRICE
CDLVND	Character	7	98	LAST VENDOR USED
CDLPDT	Packed Numeric	8, 0	105	LAST PURCHASE DATE
CDLQTY	Packed Numeric	7, 2	10	LAST QUANTITY ORDERED
CDACT1	Character	5	114	G/L ACCT - BASE
CDACR2	Character	5	119	G/L ACCT - DETAIL
CDBRCD	Character	20	124	PRODUCT BAR CODE
CDDCLS	Character	10	144	CLASS ABBREV. DESC.
CDDITM	Character	10	154	TYPE ABBREV. DESC
CDUCD1	Character	4	164	USER-DEF CODE 1 #37
CDUQT1	Packed Numeric	9, 0	168	USER-DEF QNTY 1 #38
CDUDT1	Packed Numeric	8, 0	173	USER-DEF DATE 1 #39
CDUDS1	Character	15	178	USER-DEF DESC 1 #40
CDLCD	Packed Numeric	8, 0	193	LAST CHANGE DATE
CDLCT	Packed Numeric	4, 0	198	LAST CHANGE TIME
CDLCU	Character	10	201	LAST CHANGE USER

Commodity Code Type File (CCITEM)

Field Name	Data Type	Field Length	Start Position	Column Heading
CICLAS	Character	4	1	COMM CODE CLASS
CIITEM	Character	4	5	COMM CODE TYPE
CIDESC	Character	35	9	TYPE DESCRIPTION
CIABBV	Character	10	44	TYPE ABBREVIATION
CIGLBS	Character	4	54	DEFAULT G/L BASE
CIGLDE	Character	4	58	DEFAULT G/L DETAIL
CILCD	Packed Numeric	8, 0	62	LAST CHANGE DATE
CILCT	Packed Numeric	4, 0	67	LAST CHANGE TIME
CILCU	Character	10	70	LAST CHANGE USER
CICLSA	Character	10	80	CLASS ABBREVIATION

Bank Master File (GLBANK)

Field Name	Data Type	Field Length	Start Position	Column Heading
BMNUMB	Character	4	1	BANK NUMBER
BMNAME	Character	50	5	BANK NAME
BMABRV	Character	10	55	BANK ABREVIATION
BMADDR	Character	35	65	STREET NUMBER
BMCITY	Character	20	100	CITY
BMSTAT	Character	4	120	STATE #11
BMZIPC	Character	10	124	ZIP CODE
BMACT1	Character	5	134	CASH ACT 1 - BASE
BMACT2	Character	5	139	CASH ACT 2 - DETL
BMAPA1	Character	5	144	A/P ACT 1 - BASE
BMAPA2	Character	5	149	A/P ACT 2 - DETL
BMWA1	Character	5	154	WARRANT ACT-BASE
BMWA2	Character	5	159	WARRANT ACT-DETL
BMBACT	Character	20	164	BANK ACCOUNT
BMTRAN	Character	9	184	BANK TRANSIT NUMBER
BMCONT	Character	25	193	CONTACT NAME
BMPHN	Character	10	218	PHONE NUMBER
BMEXT	Character	4	228	PHONE EXTENSION
BMFAX	Character	10	232	FAX NUMBER
BMFRMT	Character	4	242	CHECK FORMAT
BMVAL1	Character	35	246	VALIDATION LINE 1
BMVAL2	Character	35	281	VALIDATION LINE 2
BMVAL3	Character	35	316	VALIDATION LINE 3
BMVAL4	Character	35	351	VALIDATION LINE 4
BMLCD	Packed Numeric	8, 0	386	LAST CHANGE DATE
BMLCT	Packed Numeric	4, 0	391	LAST CHANGE TIME
BMLCU	Character	10	394	LAST CHANGE USER
BMBANK	Character	4	404	BANK TABLE #65
BMINTP	Packed Numeric	7, 4	408	% INTEREST PAID

Field Name	Data Type	Field Length	Start Position	Column Heading
BMINTE	Packed Numeric	7, 4	412	% INTERSET EARNED
BMPENB	Packed	13,2	416	PENDING ENDING BAL
BMPEND	Date	10	423	PENDING ENDING DATE
BMENDB	Packed	13,2	433	ENDING BALANCE
BMENDD	Date	10	440	ENDING BALANCE DATE
BMPEDB	Packed	13,2	450	PRIOR ENDING BALANCE
BMPEDD	Date	10	457	PRIOR ENDING DATE

General Ledger Purchasing Terms Master File (GLPTRM)

Field Name	Data Type	Field Length	Start Position	Column Heading
TCTAXC	Character	4	1	PURCH. TERM CODE
TCDESC	Character	25	5	PURCH. TERM DESCRIPT
TCABRV	Character	10	30	PURCH. TERM ABBREV
TCDPCT	Packed Numeric	5, 4	40	DISCOUNT PERCENTAGE
TCDPER	Packed Numeric	3, 0	43	DISC. PERIOD IN DAYS
TCBPER	Packed Numeric	3, 0	45	BALC. PERIOD IN DAYS
TCLCD	Packed Numeric	8, 0	47	LAST CHANGE DATE
TCLCT	Packed Numeric	4, 0	52	LAST CHANGE TIME
TCLCU	Character	10	55	LAST CHANGE USER
TCMNTH	Character	1	65	CURRENT OR NEXT MNTH
TCDAY	Packed Numeric	3,0	66	DAY OF MONTH

General Ledger Sales Tax Master File (GLTAXM)

Field Name	Data Type	Field Length	Start Position	Column Heading
TXTAXC	Character	4	1	SALES TAX CODE
TXDESC	Character	25	5	TAX CODE DESCRIPTION
TXABRV	Character	10	30	TAX CODE ABBREV.

Field Name	Data Type	Field Length	Start Position	Column Heading
TXTPCT	Packed Numeric	5, 4	40	TAX PERCENTAGE
TXTMAX	Packed Numeric	9, 2	43	MAX. TAX ALLOWED
TXTTYP	Character	1	48	TAX TYPE
TXDMTH	Character	1	49	DIST. METHOD
TXBASE	Character	5	50	DIST. ACCOUNT - BASE
TXDETL	Character	5	55	DIST. ACCOUNT - DETL
TXACCT	Character	28	60	DIST. G/L ACCOUNT
TXLCD	Packed Numeric	8, 0	88	LAST CHANGE DATE
TXLCT	Packed Numeric	4, 0	93	LAST CHANGE TIME
TXLCU	Character	10	96	LAST CHANGE USER

General Ledger Journal Join File Header/Detail (GLJRNJ1)

Field Name	Data Type	Field Length	Start Position	Column Heading
JHUSER	Character	10	1	USER
JHNUMB	Packed Numeric	7, 0	11	JOURNAL NUMBER
JHTYPE	Character	2	15	JOURNAL TYPE
JHDESC	Character	25	17	DESCRIPTION
JHSRC	Character	10	42	SOURCE
JHGLDT	Packed Numeric	8, 0	52	G/L DATE YYYYMMDD
JHPYTR	Character	1	57	PRIOR YEAR TRANSACT.
JHAPPC	Character	2	58	TRANSACTION CODE
JDJRN#	Packed Numeric	7, 0	60	JOURNAL I.D.
JDREC#	Packed Numeric	5, 0	64	RECORD #
JDTYPE	Character	2	67	JOURNAL TYPE
JDORG1	Character	5	69	ORGANIZATION ONE
JDORG2	Character	5	74	ORGANIZATION TWO
JDORG3	Character	5	79	ORGANIZATION THREE
JDORG4	Character	5	84	ORGANIZATION FOUR
JDORG5	Character	5	89	ORGANIZATION FIVE

Field Name	Data Type	Field Length	Start Position	Column Heading
JDACT1	Character	5	94	ACCT - BASE
JDACT2	Character	5	99	ACCT - DETAIL
JDPROJ	Character	5	104	PROJECT NUMBER
JDSUB	Character	4	109	SUB PROJECT NUMBER
JDAMT	Packed Numeric	11, 2	113	TRANS. AMOUNT
JDSRC	Character	10	119	TRANS. SOURCE
JDDESC	Character	25	129	TRANS. DESCRIPTION
JDGLDT	Packed Numeric	8, 0	154	G/L DATE YYYYYMMDD
JDCHK#	Packed Numeric	7, 0	159	CHECK NUMBER
JDCNT	Packed Numeric	7, 0	163	NON-FIN. QUANTITY
JDCNT#	Character	10	167	CONTRACT NUMBER
JDCOM	Character	4	177	NON-FIN COMMENT #13
JDDUEF	Character	5	181	DUE FROM FUND
JDOPRD	Character	5	186	TRANSFER DEPARTMENT
JDTKDT	Packed Numeric	8, 0	191	TRACKING DATE
JDTKCD	Character	13	196	TRACKING CODE
JDLCD	Packed Numeric	8, 0	209	LAST CHANGE DATE
JDLCT	Packed Numeric	4, 0	214	LAST CHANGE TIME
JDLCU	Character	10	217	LAST CHANGE USER
JDPYTR	Character	1	227	PRIOR YEAR TRANSACT.
JDACH#	Character	7	228	ACH NUMBER
JDBANK	Character	4	235	BANK

Appendix A
Renumbering Funds/Organizations/Accounts

Introduction to Renumbering

The renumbering of general ledger accounts is a three-step process. Step one is renumbering funds, step two is renumber organizations and step three is to renumber accounts. The programs must be run in order before going on to the next step. If the instructions are not followed, incorrect results could result.

NOTE

Prior to starting this process, please make a back up of all your files libraries. Please run this for one fund, one origination and one account on the test side prior to doing this on the live side.

Process 1: Renumbering Funds

1. If you are going to change the control accounts (Expense Control, Revenue Control, etc.) or the Offsetting accounts, (Cash, AP, etc.) go to the *Work with Control Account Defaults* screen to update the standard control accounts. (You may need to set-up the new control accounts in *Work with Accounts* first.)
2. In the *Work with Funds* screen set up all new funds that are going to be used. The old funds and the new funds must have the same fiscal start month and year as well as the same hard close date.
3. In the *Work with General Ledger Accounts* screen, press **<F18>** to access the *Renumber /Consolidate G/L Account* screen (Option 18 can also be used next to any account which will automatically fill in the From Account information but will exit from the screen once a renumber is assigned).
4. In the ***Renumber/Consolidate*** field, select Renumber. In the ***Renumber Level*** field select Fund. Fill in the ***From*** Fund and ***To*** Fund fields. Press **<Enter>**.
5. If **<F18>** was used, repeat step four for all funds that need to be renumbered. If the option was used, repeat steps three through four for all funds that need to be renumbered.
6. In the *Work with General Ledger Accounts* screen, press **<F14>**.
7. The *Renumber/Consolidate G/L Accounts* screen will appear. Press **<F10>** to add all program and files libraries that you currently have and are not on the current library list.
8. Select Renumber and change the Listing Only from a Yes to No when we are sure that all funds have been scheduled for renumber. Press **<F20>**. This submitted job will take a long time to run.

Process 2: Renumbering Organizations

1. Now that all the funds have been renumbered we can start on organization 2 - 5.
2. In the *Work with Organizations* screen, set up all the new organization levels and numbers.
3. In the *Work with General Ledger Accounts* screen, press **<F18>** to access the *Renumber /Consolidate G/L Account* screen (Option 18 can also be used next to any account which will automatically fill in the From Account information but will exit from the screen once a renumber is assigned).
4. In the ***Renumber/Consolidate*** field, select Renumber. In the ***Renumber Level*** field select Organization. Put in the To organization structure and press **<Enter>**.
5. If **<F18>** was used, repeat step four for all organizations that need to be renumbered. If the option was used, repeat steps three through four for all organizations that need to be renumbered.
6. In the *Work with General Ledger Accounts* screen, press **<F14>**.
7. The *Renumber/Consolidate G/L Accounts* screen will appear. Press **<F10>** to verify all program and files libraries that you currently have and are not on the current library list (the list should be up to date since it was retained from the renumber fund process previously run).
8. In the ***Renumber/Consolidate*** field select Renumber. In the ***Listing Only*** field, select Yes when you sure that all funds have been scheduled for renumber. This submitted job will take a long time to run.

Process 3: Renumbering Accounts

1. Now that all funds and departments have been renumbered we can start on the accounts.
2. In the *Work with Accounts* screen, create any new accounts that need to be created.
3. In the *Work with General Ledger Accounts* screen, press **<F18>** to access the *Renumber /Consolidate G/L Account* screen (Option 18 can also be used next to any account which will automatically fill in the From Account information but will exit from the screen once a renumber is assigned).
4. In the ***Renumber/Consolidate*** field, select Renumber. In the ***Renumber Level*** field select Account. Put in the To organization structure and press **<Enter>**.
5. If **<F18>** was used, repeat step four for all accounts that need to be renumbered. If the option was used, repeat steps three through four for all accounts that need to be renumbered.
6. In the *Work with General Ledger Accounts* screen, press **<F14>**.
7. The *Renumber/Consolidate G/L Accounts* screen will appear. Press **<F10>** to verify all program and files libraries that you currently have and are not on the current library list (the list should be up to date since it was retained from the renumber fund process previously run).
8. In the ***Renumber/Consolidate*** field select Renumber. In the ***Listing Only*** field, select Yes when you sure that all funds have been scheduled for renumber. This submitted job will take a long time to run.

Clean Up

1. In *Work with Organization Function*, *Work with Organization*, *Work with Funds* and *Work with Accounts*, delete any records that are no longer being used. (Old Organization Functions, Old Funds, etc.).
2. In *Work with Organization Functions*, add Function or Sub-Function to any new record created by the renumber process.
3. Confirm that in *Work with Funds* the Control accounts changed.
4. In Payroll, go to *Work with Hours Codes* and update any Accounts that need to be changed, if needed.
5. In Payroll, go to System Control and update the Payroll Liability account, if needed.

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