

**Turn Off Software**

**May 5, 2011 Session 1**

This document contains instructions for turning RDS software systems off & on. The purpose for this would be to lock users out of a system for the purpose of doing a software update.

**IMPORTANT:**

There must be at least one user, two are recommended, that must be setup in F24-1 (System Security - System Access), with a 'Y' in the 'System Administrator' field. This will allow only these users, with the 'Y', access to the process 'Turn System Access On/Off' (F20-24 on the Administrators Master Menu). In addition, the user must also be setup in F24-1 with 'S' access to the Administrators Master Menu. Only users with 'S' access will be allowed to use the F24 function to turn systems off & on.

**Turn System Access On/Off:**

To turn system access on or off, press F24 from the Administrators Master Menu. The Turn On/Off Screen below will be displayed.

This is the screen for School Corporations:

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<u>System</u>	<u>On/Off (Blank=On, F=Off)</u>
Financial Master Menu	—
Payroll Master Menu	—
Personnel Master Menu	—
Certificate Master Menu	—
Contract Master Menu	—
Con. Projection Master Menu	—
Student Records Master Menu	—
Work Order Master Menu	—
Forecast & Prep Master Menu	—
Food Service Master Menu	—
ECA Master Menu	—
Human Resources Master Menu	—
Inventory Master Menu	—
Unified Athletics Master Menu	—
Administrators Master Menu	—
User Report Dev. Menu	—
Security Menu	—

Off Message: Systems will be down May 5, 2011 starting at 4:45 pm for maintenance. They will be back up for use approximately 6:00 pm that same evening.

**ENTER=Val, F4=All On, F8=All Off, F12=Users Logged In, F24=Help, F16=Exit**

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**Turn System Access On/Off (continued):**

This is the screen for Cities, Towns & Counties:

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<u>System</u>	<u>On/Off (Blank=On, F=Off)</u>
Financial Master Menu	-
Payroll Master Menu	-
Personnel Master Menu	-
Utility Billing	-
Work Order Master Menu	-
Forecast & Prep Master Menu	-
Human Resources Master Menu	-
Inventory Master Menu	-
Administrators Master Menu	-
User Report Dev. Menu	-
Security Menu	-

Off Message: Systems will be down May 5, 2011 starting at 4:45 pm for  
maintenance. They will be back up for use approximately 6:00 pm  
that same evening.

**ENTER=Val, F4=All On, F8=All Off, F12=Users Logged In, F24=Help, F16=Exit**

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To turn a system off, enter an 'F' under the On/Off column. To turn a system on, enter a space under the On/Off column. The bottom area of the screen allows for indicating a message that should be displayed to users when they attempt to log into a system that is off. For example, the message could indicate why the systems are down and when they could be expected to be back up.

Once the necessary entries have been made, press ENTER. The system will validate the entries made and if any errors are detected, the field in error will flash in red with a message displayed at the bottom of the screen. Correct any errors, as needed, and press ENTER again. Once no errors exist, the screen will be redisplayed, protected from modification, for final review. Any systems that have been marked as 'off' will be identified with the message '\* Access is Off \*' to the right of the system. Verify the screen. If any corrections are needed, simply press F16 and the screen will reopen for entry. If the screen is correct, press ENTER a second time and the entries will be recorded.

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**Turn System Access On/Off (continued):**

F4 allows for turning all systems 'on'. When F4 is pressed, any systems that are 'off' ('F') will be cleared to 'on' (blank).

F8 allows for turning all systems 'off'. When F8 is pressed, any systems that are 'on' (blank) will be set to 'off' ('F').

Once a system has been turned off, when users attempt to log into a system that is off, they will get the following screen.

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System Access Off

Access to this system is currently not available.

**Systems will be down May 5, 2011 at 4:45 p.m. for maintenance.  
They will be back up for use approximately 6:00 p.m. that same evening.**

Contact your local site's support if you have any questions.

Please press ENTER or F16 to acknowledge & exit.

**ENTER=Acknowledge & Exit, F16=Acknowledge & Exit**

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Based upon the screen above, you can see how important it can be to communicate to the end users by letting them know at least why the system access is off.

**Check for Users Logged into Systems:**

To assist in making sure all users are logged off of the systems scheduled for maintenance, again, use F24 on the Administrators Master Menu (F20). From the first screen displayed, press F12 to display a list of users logged into the RDS application systems. When F12 is pressed, the following screen will be displayed.

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**Check for Users Logged into Systems (continued):**

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Display Users Logged In

Indicate System(s) to Check:                                        

- MST = Main Master
- FAR = Financial
- PAY = Payroll
- PER = Personnel
- LIC = Certificate
- CON = Contracts
- PRO = Con. Projection
- K12 = Student Records
- WOR = Work Orders
- BUD = Budget Forecast
- FSS = Food Service
- ECA = ECA
- HUM = Human Resources
- WHI = Warehouse Inventory
- UNI = Unified Athletics
- ADM = System Administrators
- REP = User Report Dev.
- SEC = Security
- ALL = All Systems

**ENTER=Continue, F24=Help, F16=Exit**

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The RDS application software will keep track of each user that logs into the RDS application systems. A user can have one or more entries logged at a time. The first entry for every user will be 'Main Master'. This indicates that the user has logged into the RDS application software. If that is the only entry for a user, that indicates that they are simply sitting on their master menu. All master menus are stored in the LOG0000 application library. If a user has any other entries, they indicate the specific systems the user is logged into.

Indicate the system(s) to be viewed based upon the chart displayed below the entry fields. From 1-8 systems can be viewed or you can enter 'ALL' to see all users in all systems. After indicating the system(s), press ENTER and the following screen will be displayed.

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**Check for Users Logged into Systems (continued):**

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Current Users Logged In

<u>Phone ##</u>	<u>Extension</u>	<u>User ID</u>	<u>User Name</u>	<u>System Log In</u>
661_3200	27	JLH	JENNA VASAITIS	Main Master
661_3200	27	JLH	JENNA VASAITIS	Financial
661_3200	28	LJJ	LYNDA JONES	Administrator
661_3200	28	LJJ	LYNDA JONES	Main Master
661_3200	24	NCW	NANCY WEDIG	Main Master
661_3200	24	NCW	NANCY WEDIG	K-12

**No more users found to be logged into systems!**  
**ENTER=Next, F24=Help, F16=Exit**

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The list displayed will show any users that are currently logged into an RDS system and the system they are logged into will be displayed to the right of their name. This list can be used as a contact list to get users to log off of the system they are currently logged into. The phone ## and Extension displayed on this screen are those that are recorded in the users system security screen (F24-1).

Again, once a user logs out, when they attempt to log back into a system that is currently 'off', they will get the screen that indicates it's off.

**Special RDS Menu Access:**

Users that log into special RDS menus (i.e., MAINLOG9, MAINLOG9GY, etc.) can be identified as being logged into multiple systems. The reason for this is because these special menus provide access to functionality that can be located in multiple RDS systems. In using MAINLOG9 as an example, when logged into MAINLOG9, the following menu is displayed to the user.

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**Check for Users Logged into Systems (continued):**

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RDS COMMUNITY SCHOOLS  
Special Authority Access Menu

Thursday 04/28/11

Budget Account Inquiry ..... F1    ECA Master Menu ..... F12  
Print Budget Account Detail ... F2    Internal Master Menu ..... F13  
Print Budget Account Summary .. F3  
Purchase Requisition Menu ..... F4  
  
Appropriation Transfer Menu ... F5  
Stock Requisition Menu ..... F6  
Personnel Requisition Menu .... F7  
Daily Time/Attendance Menu .... F8  
  
ECA Bus Trips Menu ..... F10  
  
Display Print Files ..... F15    Exit ..... F16

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As you can see, on this menu, the user has access to the Financial System (F1, F2, F3, F4 & F5), the Inventory System (F6), the Personnel System (F7), the Payroll System (F8 & F10) and the ECA System (F12). The Internal Master Menu is independent by site and represents functions defined by each individual site.

When a user is logged into this menu, when you display users logged in, F20-24-12, their logins would appear as follows.

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Current Users Logged In

<u>Phone ##</u>	<u>Extension</u>	<u>User ID</u>	<u>User Name</u>	<u>System Log In</u>
661_3200	27	LJJ	LYNDA JONES	Main Master
661_3200	27	LJJ	LYNDA JONES	Financial
661_3200	28	LJJ	LYNDA JONES	ECA
661_3200	28	LJJ	LYNDA JONES	Payroll
661_3200	28	LJJ	LYNDA JONES	Inventory
661_3200	28	LJJ	LYNDA JONES	Personnel

**No more users found to be logged into systems!**  
**ENTER=Next, F24=Help, F16=Exit**

Miscellaneous Security Enhancements

May 5, 2011 Session 2

Miscellaneous Security Front Screen:

Several new security features have been added to the Miscellaneous Security screen in F24-4. All security features in this process apply to individual users only. When F24-4 is pressed and a user ID specified, the following screen is displayed.

(F11=Note Pad) System Security Miscellaneous
User I.D.: JDOE User Name: JOHN DOE
Email Passwrd: W ( /R/W) Profile Passwrd: W ( /R/W) Query: \_ ( /I) Logoff:
PO Req Appr: A Stck Req Appr: A Pers Req Appr: A Leave Appr: A PO Prefix:
Trips Appr/Bdg: A Laser Prt?: Y Hrs by Date?: Y Set Lv Time?: Y Act/Ttl/PD: 6
O.K. an Over-Expense: Y Charge Backs: All: Y or specific
Attend. Time In/Out?: N Allow Batch Jobs: F: \_ P: \_ K: \_ CPU: \_ Emp#: 1234
Approp Transfer Level: A Fnd Excp: I & Matches: NNNNNNNNN
----- Payroll Attendance & Hours Classes/Locations/Jobs/Employees -----
Classes:
Locs:
(Job Cds:
Ex Emp#:
In Emp#:
1-5 Pay Types: 1-13 DedCds:
ENTER=Validate, F5=Next User, F7=More, F9=Pull Other, F24=Help, F16=Exit

The highlighted field has been added and is defined as followed.

Logoff:

This field indicates whether the user should receive a 'caution' screen that indicates they are about to log off of the RDS software. Valid entries are:

- Blank = No caution, just continue and log the user off.
Y = Yes, caution the user that they have pressed F16 which will now log them off of the RDS software.

If a user is always accidentally logging off of the application software, by setting the 'Logoff' to a 'Y', the following caution screen will be displayed to the user before the system logs them off.

Miscellaneous Security Enhancements

May 5, 2011 Session 2

Miscellaneous Security Front Screen (continued):

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\* \* C A U T I O N \* \*

You have requested to now log off of the application software.

To continue and log off, press F12.

To NOT log off at this time, press ENTER.

**ENTER=Do NOT Log off, F12=Continue & Log off**

---

This screen will temporarily stop the logging off process and warn the user that they have requested to log off. If they do not want to log off, they simply need to press ENTER and they will be returned to the RDS application software. If they want to continue and log off, they simply press F12 and they will be logged off of the RDS application software.

Miscellaneous Security Second Screen (F7=More):

An additional screen of Miscellaneous Security now exists. It can be accessed by pressing F7 for More from the Front Screen. The following screen will be displayed.

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System Security Miscellaneous  
User I.D.: JDOE User Name: JOHN  
Monthly Report Access: ('X' reports user can run. All blank = Can run all)  
V010: \_ B010: \_ B020: \_ B030: \_ B040: \_ B050: \_ F010: \_ R010: \_ R020: \_  
E010: \_ E020: \_ E030: \_ E040: \_ E050: \_ J010: \_ J020: \_ J030: \_ J040: \_  
M010: \_ M020: \_ M030: \_

1-10 Contract Types: \_\_\_\_\_

1-5 Receipt Banks: \_\_\_\_\_ (Used for receipt of funds)

1-5 Expense Banks: \_\_\_\_\_ (Used for disbursement of funds)

**ENTER=Validate, F2=Prior Screen, F24=Help, F16=Exit**

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Miscellaneous Security Enhancements

May 5, 2011 Session 2

Miscellaneous Security Second Screen (F7=More) (continued):

The highlighted fields have been added and are defined as followed.

**Monthly Reports:**

This field allows for indicating whether a user should only have access to generate certain monthly reports. Placing an 'X' to the right of a report field indicates the user can generate the report. If all report fields are left blank, the user will have access to all monthly reports. If only certain ones have 'X's, then the user will only be allowed to generate the ones with the 'X's. These reports are now fully integrated with the RDS account security. When a user with restricted account security runs this process, the system will formulate the libraries and print queues needed based upon the user's I.D. For example, if the user's I.D. is RDS, their libraries and queues would be named as follows:

Current Month Reports:	Prior Month Reports:
Work Libraries: CURRDS	Work Libraries: PRVRDS
CMTRDS	PMTRDS
Print Queue: CRPRDS	Print Queue: PRPRDS

Only the first five characters of the user's I.D. are used for the libraries and queues.

ALL OF THE RESTRICTED USER'S REPORTS WILL ONLY CONTAIN ACCOUNTS THAT MATCH THEIR SECURITY IN F24-3. IT IS VERY IMPORTANT THAT ANY USERS THAT WILL BE RUNNING THESE REPORTS WHO SHOULD ONLY ACCESS CERTAIN ACCOUNTS MUST HAVE ACCOUNT RESTRICTIONS SETUP FOR BUDGET, REVENUE AND G/L ACCOUNTS, ALL THREE IN F24-3. OTHERWISE, IF ANY ONE OF THOSE IS LEFT WITH ALL 'X'S, THE USER WILL HAVE ACCESS TO ALL ACCOUNTS FOR THAT ACCOUNT TYPE.

**1-10 Contract Types (For Schools Only):**

This field allows for indicating from 1-10 different contract types to which the user has access. If the user can access all contract types, simply leave these entry fields blank. If any types are specified, the user will be restricted to displaying, updating and reporting on those contract types only.

NOTE: This functionality is still being built into the contract system.

**Banks:**

\* \* \*    V E R Y    I M P O R T A N T    \* \* \*

The indication of bank codes does NOT affect the processing of payroll!

In addition to restricting users from using certain banks, editing controls can also be setup in F10, Account Master Desc Menu, then F19, Account Master DBMS. Using F6 for type 02 (funds), you can restrict certain funds to certain banks (explained below).

Miscellaneous Security Enhancements

May 5, 2011 Session 2

Miscellaneous Security Second Screen (F7=More) (continued):

**1-5 Receipt Banks:**

This field allows for specifying from 1-5 bank codes that would restrict the user from doing any type of receipt activity to only the banks specified. Leaving these blank allows the user to enter/view/report receipt activity for all banks.

**1-5 Expense Banks:**

This field allows for specifying from 1-5 bank codes that would restrict the user from doing any type of disbursement activity to only the banks specified. Leaving these blank allows the user to enter/view/report expenses from all banks.

**Securing Funds to Banks:**

In order to better insure that monies are disbursed from the correct banks and receipted into the correct banks, from the Account Master Desc Menu, press F19 for Account Master DBMS. The following screen will be displayed.

---

**Account Master Description Database Management**

Optionally, indicate parameters to restrict the display to only those pieces matching the criteria specified:

Start Type:     (01-11) Start Code#:         
Fed/State Fund:     (F=Fed/S=St/E=Excl/O=Only) 1099 Exclusions:    N (Y/N)  
For F6, Bank Type:     (R=Receipts, E=Expenses)

----- Options -----  
  
Descriptions ..... F1      Descriptor Indicators ..... F2  
1099 Exclusion Indicators ..... F3      Fed/State/Non Indicators ..... F4  
All Fields of Data ..... F5      **Bank Assignments for Funds .... F6**

**F24=Help, F16=Exit**

---

To assign banks to certain funds, indicate 02 in the 'Start Type' followed by the type of banks to be specified, R=Receipts, E=Expense, then press F6, Bank Assignments for Funds. The following screen will be displayed (this example is for bank type 'R' for receipts).

Miscellaneous Security Enhancements

May 5, 2011 Session 2

Securing Funds to Banks (continued):

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Account Master Description Database Management  
Receipt Banks

Type	Code	Description	Bank1	Bank2	Bank3	Bank4	Bank5
2	10	GENERAL FUND	_____	_____	_____	_____	_____
2	20	DEBT SERVICE	_____	_____	_____	_____	_____
2	25	PENSION DEBT	_____	_____	_____	_____	_____
2	29	EXEMPT DEBT	_____	_____	_____	_____	_____
2	35	CAPITAL PROJECT	_____	_____	_____	_____	_____
2	40	TRANSPORTATION	_____	_____	_____	_____	_____
2	41	TRAN. OPERATING	_____	_____	_____	_____	_____
2	42	TRAN. REPLACE.	_____	_____	_____	_____	_____
2	60	SPEC ED PRESCH	_____	_____	_____	_____	_____
2	61	RAINY DAY FUND	_____	_____	_____	_____	_____
2	62	PENSION BONDS	_____	_____	_____	_____	_____
2	63	POST-RET BENEFT	_____	_____	_____	_____	_____
2	64	POST-RETIRE STF	_____	_____	_____	_____	_____
2	70	CONST PRJ 07-09	_____	_____	_____	_____	_____
2	71	CONST SOLON	_____	_____	_____	_____	_____
2	72	CONST LS	_____	_____	_____	_____	_____

**ENTER=Update & Nxt,F5=Nxt,F24=Help,F16=Exit**

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By indicating 1-5 bank codes to the right of any fund, the system will restrict entries for the fund if the bank code specified on the transaction is not one of the banks specified. If no banks are specified for a fund, no bank edit checks will occur. This is provided to assist in accidental deposits and disbursements from the wrong bank.

**User Menu Choices:**

In addition to the standard, full access RDS application software menus, there are several customized options available. From the Administrators Master Menu (F20), press F14 and the first available customized menu will be displayed. Each menu displayed shows the functions available. To assign a specific menu to a user (in their user profile), the filename & library are specified in the upper left corner (i.e., MAINLOG9 IN LOG0000). In the user's profile, the filename would be entered in the 'Initial program to call' and the library would be entered in the 'Library' field just below that.

**New IRS Laws for 3% Withholding**

**May 5, 2011 Session 4**

**IRS Vendor Payments Subject to 3% Withholding  
REG-158747-06**

**Effective for all payments made after December 31, 2011.**

Requires that payments by government entities for goods or services after December 31, 2011 are subject to 3% income tax withholding, with some exceptions.

**Government Entities that are Required to Withhold:**

- (1) The entire U.S. government, including all federal agencies, the executive branch, the legislative branch and the judicial branch;
- (2) All state including the District of Columbia (but not including Indian tribal governments);
- (3) All political subdivisions of a state government or every instrumentality of such subdivisions unless the instrumentality makes annual payments for property or services of less than 100 million.

Generally, withholding is required on all payments to all persons providing property or services to the government, including individuals, trusts, estates, partnerships, associations, and corporations. Withholding is required at the time of payment, and applies to payment in any form (cash, credit card or payment card). If the government entity fails to withhold the tax required under section 3402(t), it becomes liable for the payment of the tax.

**Payment Threshold:**

The proposed regulations create a payment threshold of \$10,000 and provided the payments below the threshold are not subject to withholding. The regulations also include an anti-abuse rule that payments of \$10,000 or more may not be divided into payments of less than \$10,000 solely for the purpose of avoiding the withholding requirements.

**Exceptions from the 3 Percent Withholding Requirement:**

The proposed regulations provide the following exceptions from the withholding requirements:

- (1) Payments otherwise subject to withholding, such as wages;
- (2) Payments for retirement benefits, unemployment compensation, or social security;
- (3) Payments subject to backup withholding;
- (4) Payments for real property;
- (5) Payment of interest;
- (6) Payments to other government entities, foreign governments, tax exempt organizations, or Indian tribes;
- (7) Payments made under confidential or classified contracts, as described in IRC 6050M(e) (3);

## **New IRS Laws for 3% Withholding**

**May 5, 2011 Session 4**

### **Exceptions from the 3 Percent Withholding Requirement (continued):**

- (8) Payments made by a political subdivision of a state, or instrumentalities of a political subdivision of a state that make annual payments for property or services of less than \$100 million.
- (9) Public assistance payments made on the basis of need or income. However, assistance programs based solely on age, such as Medicare, are subject to the requirements;
- (10) Payments to employees in connection with service, such as retirement plan contributions, fringe benefits, and expense reimbursement under an accountable plan;
- (11) Payments received by nonresident aliens and foreign corporations;
- (12) Payments made by Indian tribal governments; and
- (13) Payments in emergency or disaster situations.

### **Exception for Small Entities:**

Subdivision of a state, or instrumentalities of a subdivision of a state, are exempt from the withholding requirement if its total annual payments for property and services (not including wages) are less than \$100 million. The proposed regulations provide a simple rule for determining whether an entity makes annual payments less than \$100 million. In general the entity looks to its accounting year ending with or within the second preceding calendar year. For example, if total payments for the entity's 2010 accounting year exceed \$100 million, the withholding requirement will apply in 2012.

### **How to Report Withheld Tax:**

Withholding is required at the time of payment. Payments subject to the withholding requirement must be shown on Form 945, Annual Return of Withheld Income Tax. These amounts are subject to the deposit rules for that form. The deposit rules are discussed in Publication 15, Circular E, Employer's Tax Guide. All amounts withheld must be reported by the government entity on Form 1099-MISC, Miscellaneous Income, at the end of the calendar year. Include withheld amounts in the total withholding on the individual or business tax return. The proposed regulations provide an explanation of the timing of credit for the withholding to be taken when the recipient operates under a fiscal tax year.

For additional information, refer to the following web site:

<http://www.irs.gov/govt/fslg/article/0,,id=204409,00.html>

## New Credit Card Processing

May 5, 2011 Session 5

There have been two new credit card processes added to the financial system. standard credit card handling and payment card processing. Each of these processes is defined below.

### Standard Credit Card Processing:

This document contains instructions with sample screens for setting up credit card companies for payment of claims.

### Maintain Credit Cards:

To maintain credit card companies, press F22 from the Claim Processing Menu. The following screen will be displayed.

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#### Credit Card Maintenance

Credit Card Code: \_\_\_\_

**\*\* Find Mode \*\***

**ENTER=Find, F2=First, F5=Next, F11=Add Mode, F24=Help, F16=Exit**

---

To do this, the following data entry requirements must be followed.

#### **Code:**

Indicate the code of the credit card to be displayed or leave it blank if you are adding a new one, then press ENTER to view a record or press F11 to add one.

There are additional function keys available from this screen and each of them is defined below.

#### **F2=First:**

Pressing F2 will display the first record on file.

#### **F5=Next:**

Entering a credit card code and then pressing F5 will begin display with the next credit card code higher than the one entered.

#### **F11=Add Mode:**

Pressing F11 will display the credit card entry screen allowing for the entry of a new credit card.

Pressing F16 at any time will exit the process.

**New Credit Card Processing**

**May 5, 2011 Session 5**

**Standard Credit Card Processing (continued):**

**Maintain Credit Cards (continued):**

When adding a new credit card, the following screen will be displayed.

---

Credit Card Maintenance

Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Status: \_  
Abbreviation: \_\_\_\_\_

The only other information required for the credit card is their  
vendor number. The information on their vendor maintenance screen  
will be used for generating payments.

Vendor #: \_\_\_\_\_

**ENTER=Add, F15=Vendor Help, F24=Help, F16=Find Mode**

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The following data entry requirements must be followed.

- Code:**  
Required. Free-format number used to identify the credit card. Valid entries: 1-999
- Name:**  
Required. This field allows for indicating the name of the credit card company.
- Status:**  
Required. Indicate the status of the record. Valid entries:  
A = Active  
I = Inactive, cannot be used for current activity.
- Vendor #:**  
Required. This field should indicate the vendor number of the credit card company. This is critical to the success of making payments to the credit card company. All of the information specified on the vendor maintenance screen will be used for the production of payments.

Once all entries have been made, press ENTER and the system will verify the information entered. If any errors are detected, a message will be displayed at the bottom of the screen with the field in error flashing in red. Correct any errors, as necessary, and press ENTER again. Once no errors exist, the updates will be recorded. F16 may be pressed at any time to exit the process.

New Credit Card Processing

May 5, 2011 Session 5

Standard Credit Card Processing (continued):

Maintain Credit Cards (continued):

The following options are only available when displaying an existing fringe benefit record (not adding).

**F1=Prior:**

Pressing F1 will display the prior record.

**F2=1st:**

Pressing F2 will display the first record that was originally displayed upon entry to this function.

**F5=Next:**

Pressing F5 will display the next record.

**F9=Modify:**

Press F9 to modify the currently displayed record. The screen will then open up for modification.

**F12=Delete:**

Press F12 to delete the currently displayed record. A secondary screen will be displayed.

Enter a Claim using a Credit Card:

Once the credit card companies have been entered in F3-22, when a claim is being entered, a new credit card field will be provided. The claim entry screen will have this new field as indicated below.

Claim Entry	Vendor:	7250	ABC SUPPLIES, INC.	LJJ					
Requisition #:			123 MAIN STREET	Multiple					
Purchase Order:				Invoices	V				
Description:		CROWN POINT, IN 46307		Vendor Ref:	M _				
				Date:	42811				
Claim Total:	Disc Date:		Disc Amt:						
Pymt Sel Cds:			A/P Balnc:	40200					
Credit Cd: <u>    </u>		F7. Hlp		Rqs:					
Yr	Fnd	F	Prog	Acctn	Objct	Loct	B	Title	Amount
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ENTER=Val, F6=Rpeat Acct, F15=VndHlp, F18=AcctHlp, F21=Cre Othr, F24=Hlp, F16=Xit

**New Credit Card Processing**

**May 5, 2011 Session 5**

**Standard Credit Card Processing (continued):**

**Enter a Claim using a Credit Card (continued):**

The new 'Credit Cd' field will only be displayed when there are active credit card companies on file. This field is optional when entering a claim and should only be specified when the claim being entered was paid with a credit card. F7 is available to display a valid list of credit card vendors. When F7 is pressed, the following screen will be displayed.

---

**Credit Card Search by Company Name**

Enter complete or partial company name  
and press ENTER

---

**ENTER=Search, F24=Help, F16=Exit**

---

When searching for credit card companies by name, either a full name or a partial name can be entered. It is recommended that at least the first letter of the name being searched for is entered. The search will then begin it's display with all company names beginning with the letter entered and continuing alphabetically. Once ENTER is pressed, the following screen will be displayed.

---

**Credit Card Search by Company Name**

<b>Fnc</b>	<b>Crd Cd Code</b>	<b>Name</b>	<b>City &amp; State</b>	<b>Zip</b>	<b>S t</b>
1	001	AMERICAN EXPRESS	CROWN POINT, IN	46307	A
2	011	MASTER CARD			A
3	002	MASTERCARD	PALATINE IL	60094	A
4	003	VISA CREDIT-CARD COMPANY	PALATINE, IL	60094	A

---

END OF FILE HAS BEEN REACHED!  
**ENTER=Next, F24=Help, F16=Exit**

---

If the credit card company is on the list displayed, selecting the function key to the left of it will pull the credit card code into the claim entry screen.

**New Credit Card Processing**

**May 5, 2011 Session 5**

**Standard Credit Card Processing (continued):**

**Vendor Check Processing for Credit Card Payments:**

When claims are marked as being paid with a credit card, the selection processes for payment of these claims allows for selecting or deselecting all claims marked to be paid with a certain credit card company.

When using F4-2, Select/Deselect Claims in Groups, the following screen will be displayed.

---

**Select/Deselect Claims**

- F01. Select ALL Open Payables
  - F02. Select ALL Open Payables EXCLUDING Withholding
  - F03. Select ALL Open Payables for Withholding ONLY
  - F04. Deselect ALL Open Payables for Withholding ONLY
  - F05. Select ALL Open by Date \_\_\_ \_\_\_ thru \_\_\_ \_\_\_
  - F06. Select ALL Open Payables by Fund/F \_\_\_ \_
  - F07. Deselect ALL Open Payables by Fund/F \_\_\_ \_
  
  - F08. Select ALL Open Payables by Age \_\_\_ 4 29 11
  - F09. Deselect ALL Open Payables by Age \_\_\_ 4 29 11
  
  - F10. Select ALL Open Payables by Pymt Selector \_ OR \_
  - F11. Deselect ALL Open Payables by Pymt Selector \_ OR \_
  
  - F12. Select/Deselect by a Single Vendor \_\_\_\_\_
  
  - F13. Select ALL Open Payables by Credit Card Code \_\_\_\_\_
  - F14. Deselect ALL Open Payables by Credit Card Code \_\_\_\_\_
  
  - F17. Deselect ALL Previously Selected Payables
- Total Amount Selected: \_\_\_\_\_ Item Count: \_\_\_\_\_

**F24=Help, F16=Exit**

---

F13 and F14 are available to select and deselect payables for a certain credit card company. This can be very useful since the claims can be for several vendors. If credit card processing is not being used, these function keys will not be available.

When using F4-3, Select/Deselect Individual Claims, the following screen will be displayed.

**New Credit Card Processing**

**May 5, 2011 Session 5**

**Standard Credit Card Processing (continued):**

**Vendor Check Processing for Credit Card Payments (continued):**

---

**Select/Deselect Individual Claims**

Specify, selected only, not selected only, or both: B  
(S=Selected Only, N=Not Selected only, B=Both)

Optionally, enter payment sel. codes(s) to display:    OR   

Optionally, enter vendor # to begin display:        Only?: N Y/N  
(Leave BLANK to begin display at the first payable on file)

Optionally, enter credit card code to display:       

To display only those payables containing a particular fund,  
enter up to three (3) fund numbers:         

To display payables a certain age & older, enter the minimum #  
of days old + compare date (MMDDYY):       4 29 11

Indicate how to process Payroll Withholding vendors: I  
(I=Include with Others, E=Exclude from Others, O=Only Withholding)

NOTE: All entries are optional and may be entered in any combination.

**ENTER=Continue & Display Payables, F24=Help, F16=Exit**

---

If credit card processing is not being used, the credit card option will not be available.

Once credit card claims have been selected for payment, the check production process will merge all payments for the same credit card company together. Because multiple vendor's claims can be paid with a single credit card company, the check, EFT or direct deposit used to pay the claims will reflect all the vendor and sequence number paid. When viewing a check, EFT or direct deposit used to pay a credit card bill, using F4-11-5, the following screen will be displayed.

New Credit Card Processing

May 5, 2011 Session 5

Standard Credit Card Processing (continued):

Vendor Check Processing for Credit Card Payments (continued):

Display/Update Ck/EFT/DD

F11. Note Pad

Bank: 03    Number: 57276  
Amount:            2.00  
Issue Date: 4 6 11  
Payee: AMERICAN EXPRESS  
Status: I

(C = Cancelled  
I = Computer issued Check (Open)  
J = J.E. issued check (Open)  
M = Manually issued check (Open)  
E = Electronic Transfer  
D = Direct Deposit  
V = Voided)

Payee Vendor#: 8513

Vendor Seq#    Vendor Seq#    Vendor Seq#

Payables: 7186 9996    7976 9996

J.E. Issue Voucher #:

J.E. Void Voucher #:

**ENTER=Update,F5=Nxt,F10=Modify Vendor Data,F24=Help,F16=Exit**

As seen on this screen, two different vendor payments were made with a single credit card. Both the vendor numbers and sequence numbers of the claims are stored with the payment information. This information would be used if a payment needed to be voided.

**NOTE: When entering a manual check, EFT or direct deposit for credit card claims, only a single vendor number's claims can be paid for the credit card company.**

Payment Card Processing:

To use the payment card process, a file must be generated by the institution that controls and makes the payment card (P-Card) payments. The file must contain the following information and be formatted as defined.

New Credit Card Processing

May 5, 2011 Session 5

Payment Card Processing (continued):

Filename: IMCLM04 in library FARDATA

Field	Length
Card Account Number	50
Card Account Name	50
Free-format data	50
Account Year	50
Account Fund	50
Account Fiscal	50
Account Program	50
Account Function	50
Account Object	50
Account Location	50
Account Building	50
Post Date	50
Transaction Amount	50
Merchant's Name	50
Transaction Date	50
<b>Total record size</b>	<b>750</b>

This file must be transferred to the iSeries into IMCLM04 in FARDATA. Once the file exists, it can be processed by using F19, Mass Generate Claims, on the Claim Processing Menu. When F19 is pressed, indicate form 04 and press ENTER. The following screen will be displayed.

---

Mass Generate Claims

Format: 04 P-CARD TRANSACTIONS

# of Claims	Total of Claims	# of Checks
271	21,031.25	2

-----

Process Mode: \_ (T=Trial, U=Update)  
Claim Date: \_\_ \_\_ \_\_ (MM DD YY)  
Starting Check/EFT #: \_\_\_\_\_ for EFT's, indicate 'E': \_  
Bank Code: \_\_\_\_\_  
Pymt Selector Codes: \_\_ \_\_  
Vendor Reference: \_\_\_\_\_  
Vendor: \_\_\_\_\_  
Allow Over-Expenditures?: \_ (Y=Yes, N=No)  
Fund 080, indicate fiscal: 0 (0-9)

ENTER=Validate, F24=Help, F16=Exit

---

## New Credit Card Processing

May 5, 2011 Session 5

### Payment Card Processing (continued):

The following data entry requirements must be followed.

This format mass generates claims for P-Card Transactions (Purchase Card System) was received from Chase Bank based on a specific record layout (see above).

Claims will automatically be marked as paid with the claim and paid date valued the same as the 'Claim Date' entered on the screen. Checks will have a status of 'M' (manually issued check (open)).

After selecting this format from the 'Format Selection' screen, the import file is processed to determine the number of claims to be generated, the total dollar amount, and the number of checks required. These figures are displayed at the top of the input screen.

In order for an input file transaction to be processed and to be included in the screen values for the '# of Claims' and 'Total of Claims', the file's transaction amount (column M) must be valid. Valid amounts can be positive or negative (negative sign must precede the amount) with one or no decimals. Amounts with no decimals will be handled as whole numbers.

**In order to minimize the number of checks issued, this process will allow up to 263 claims per check. This means that the values for the Financial control field '> 13 Claim?' (F14-12-7-7) and the vendor's maintenance field '1 item per check' (F3-24) will be ignored.**

Once processing of the import file has been completed:

- \* A summary screen will appear detailing the count and amount of loaded, unloaded, and partially loaded claims.
- \* A report detailing each transaction will be generated. Records in error (not loaded/partially loaded) will be in bold type with a brief error message. A summary of claims and the screen parameters selected will print at the end of the report.

NOTE: Partially loaded claims are those where all of the necessary financial system data files associated to the claim were not properly updated.

**\* \* I M P O R T A N T \* \***

The ability to identify 1099-MISC vendors is not available in this process. The user is responsible for contacting Chase Bank to obtain 1099 information. The information received must be evaluated and any vendors that will need to be reported must be entered in the Financial function 'Maintain Outside 1099 Data' (F13-10-7). Outside data vendors will then have to be included when processing 1099's.

## New Credit Card Processing

May 5, 2011 Session 5

### Payment Card Processing (continued):

It is highly recommended that the import file first be processed in trial mode and the report evaluated for accuracy before processing the file in update mode.

#### **# of Claims:**

Non-modifiable field showing the number of claims to be generated.

#### **Total of Claims:**

Non-modifiable field showing the total dollar amount of claims to be generated.

#### **# of Checks:**

Non-modifiable field showing the number of checks to be issued. Each check can have a maximum of 256 claims.

#### **Process Mode: Required**

T = Trial

U = Update. When selecting update mode, the records will automatically be deleted from the input file IMCLM04 in FARDATA after the file has been successfully processed. A warning message will appear notifying the user.

#### **Claim Date: Required**

Enter a valid date in format MM/DD/YY. This date represents the claim and paid date associated to the claim.

#### **Starting Check/EFT #: Required**

Enter either the start check or the starting EFT number to be used. If using an EFT, place an 'E' in the field following this number. If a check is being used, leave the field following this number blank. For checks, they must exist as valid check numbers on the check master. If an EFT is being used, they cannot exist on the check master.

#### **Bank Code: Required**

Enter a bank code associated to the 'Starting Check/EFT #'. The bank code must be a valid code entered in the Financial function Maintain Bank File (F8-9-1).

#### **Pymt Selector Codes: Optional**

Enter 1, 2, or no payment selector codes. Values entered here will be used as the Pymt Sel Codes on the claim. If left blank, the vendor's payment selector codes will be used.

#### **Vendor Reference: Optional**

Enter a value to be associated to all generated claims. This is a free-format field. The value entered here can be used as a way to look-up claims. If no entry is made here, the system will place the last 4-digits of the card account number in the vendor reference field of each claim.

## New Credit Card Processing

May 5, 2011 Session 5

### Payment Card Processing (continued):

#### **Vendor: Required**

Enter the vendor number that will be used to generate the claims. Vendor must be valid, active, and must have available sequence numbers. If during processing the vendor runs out of sequence numbers, a screen will display requiring a new vendor number to be entered (same edits apply).

#### **Allow Over-Expenditures?:**

Indicate if over-expenditures, by account, should be allowed. Valid entries are:

- Y = Yes, allow over-expenditures. The user must have security rights to over-expend (in F24-4). If an over-expenditure exists, an 'OVR' audit record will be logged indicating the authorization of the over-expense.
- N = No over-expenditures should be allowed. The system will edit all transactions prior to allowing a posting to take place.

#### **Fund 080, indicate fiscal:**

Indicate the fiscal year to be assigned to all fund 080 account numbers. The number specified will replace the fiscal piece of the account number that comes in the file from the bank. Valid entries are 0-9.

### **Additional Claim Information**

The claim's first description line will be auto-filled with the input file's 'ACC Account Name' (column B) plus the 'FIN Transaction Date' (column O) as defined for each transaction. A maximum of 19-characters from the account name + a space + a maximum of 10-characters from the transaction date equals a maximum 30-character description.

The claim's second description line will be the first 25-characters of the merchant's name.

The claim's account number will be generated from the input file's FIN Accounting Codes 01 - 08 (columns D - K) values as defined for each transaction but with the following exceptions.

- \* The budget year will = 'Claim Date' year as entered on the input screen.

The account number generated must be valid, active, and within the active date range as defined in the Financial function 'Add/Update an Account' (F1-2).

## New Credit Card Processing

May 5, 2011 Session 5

### Payment Card Processing (continued):

#### Input File Record Layout

The import file must follow the record layout as defined below. It is the user's responsibility to transfer the file to the iSeries as a Comma Separated Variable file (.CSV file extension). The file must be transferred into file IMCLM04 in library FARDATA (or the appropriate FARDATA library e.g. FARDATA1, FARDATA2, etc.).

If the IMCLM04 file does not exist when accessing this function, the file will automatically be created for you. A warning screen will appear indicating that the file does not currently exist but that it will automatically be created upon exiting the warning screen.

**IMPORTANT: Detailed record layout specifications are available upon request.**

Once all selection criteria has been completed, press ENTER. The system will validate the information entered. Any errors will be highlighted in red and a message will be displayed at the bottom of the screen. If no errors exist, press ENTER to continue the process or press F16 to reenter any of the information.

Pressing F16 at any time will exit the process.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

**New Grant Dates:**

There have been three additional dates added to the maintenance of federal expense accounts (F1-1 & F1-2) and federal revenue accounts (F5-1 & F5-2). For this example, using F1-2, Add/Update an Account, used to maintain budget accounts. Once the account number has been specified, press ENTER and the following screen will be displayed.

Yr	Fnd	F	Prog	Acctn	Objct	Loct	B	Tran	Date	Beg	Date	End	Date	Final	Dt				
11	415			11100	11000		3	04	29	11	01	01	11	06	30	11	00	00	00

\_\_\_\_\_ :Sub Pay Account, as applicable  
 \_\_\_\_\_ :Coverage Pay Account, as applicable  
 \_\_\_\_\_ :Prof Leave Pay Account, as applicable  
 Status: M Ty:    Rq App:    OK?:    PO:    Py:    Bn:    St:    WO:    PM:    Resp:     
 BUDGET ADJUST: \_\_\_\_\_ Adj: 50,000.00 Ori: 50,000.00  
 Reason: CHANGE TO APPROPRIATION

Enter Distribution by Month: Title: SALARIES

Month	by %:	Amount
January	_____	50,000.00
February	_____	.00
March	_____	.00
April	_____	.00
May	_____	.00
June	_____	.00
July	_____	.00
August	_____	.00
September	_____	.00
October	_____	.00
November	_____	.00
December	_____	.00
		50,000.00

ENTER=Cont, F6=Del, F8=Grant, F19=% Exp, F21=Adjust Orig Approp, F24=Help, F16=Exit

A federal grant is specified by placing an 'F' in the 'Acct Piece Identifier' in the Account Master Description file (F10-1). For Indiana, this can be done for either a 3-digit fund (type '02') or the 4-digit fund (type '11'). For Wisconsin, this can be done for the 3-digit fund (type '02'). To view or maintain an account's grant information, press F8. The following screen will be displayed.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

New Grant Dates (continued):

---

Federal Grant Information

Federal Grantor Agency: \_\_\_\_\_

Pass-Through Entity: \_\_\_\_\_

Cluster Title: \_\_\_\_\_

Program Title: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Account Date Range: \_\_\_\_\_ thru \_\_\_\_ \_

Encumber by Date: \_\_\_\_\_

Expend by Date: \_\_\_\_\_

Final Report Due by Date: \_\_\_\_\_

Federal CFDA Number: \_\_\_\_\_

Pass-Through/Other #: \_\_\_\_\_

**ENTER=Validate, F24=Help, F16=Exit w/o Federal Data**

---

The three new dates are highlighted and are used as follows.

**Encumber by date:**

This can be used to represent the date by which all funds must be encumbered. If this date is filled in, the system will use this date when editing the dates of requisitions and purchase orders against the grant. If it is not filled in, the ending date on the account screen will be used.

**Expend by date:**

This can be used to represent the date by which all funds must be expended. If this date is filled in, the system will use this date when editing the dates of claims, journal entries and bank/fund transfers against the grant. If it is not filled in, the ending date on the account screen will be used.

**Final report due by date:**

This field allows for indicating the date the final report on the grant is due. This date is informational only and does not affect any edits in the system. A list of grants whose final report due date is coming up can be generated in F1-6, Print Grant Information.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

Payment Inquiry Searches:

The payment inquiry option, F3-6, has been modified to include additional search tools. When accessed, the following screen will be displayed.

---

Payment Inquiry

Enter selection criteria to view or print payments.

Vendor #: \_\_\_\_\_ F15. Search by Name

Payee Name: \_\_\_\_\_ (enter only characters to match)

Desc Line 1: \_\_\_\_\_ (enter only characters to match)

Desc Line 2: \_\_\_\_\_ (enter only characters to match)

Vendor Ref.: \_\_\_\_\_

Status: \_\_\_\_\_ (P=Paid, U=Unpaid, B=Both, C=Cancelled, S=Selected to Pay)

Credit Card Cd: \_\_\_\_\_ F7. Credit Card Search

Range of Cks: \_\_\_\_\_ thru \_\_\_\_\_ Bank: \_\_\_\_\_ EFT's Only?: N DD's Only?: N Y/N

Date Range: \_\_\_\_\_ thru \_\_\_\_\_ (MMDDYY)

Yr Fnd F Prog Acctn Objct Loct B

Account Number: \_\_\_\_\_ F18. Acct Help

Specific Amts: \_\_\_\_\_

Range of Amts: \_\_\_\_\_ thru \_\_\_\_\_

**ENTER=Search, F8=Print summary list, F9=Print Detail list, F24=Help, F16=Exit**

---

This process has been modified to include some additional payment locator options. Each of these options is highlighted and is defined below.

Desc Line 1:

This field allows for indicating all or part of a line 1 claim description if only certain ones are to be displayed. The system will scan the line 1 claim descriptions and if the characters specified are found ANYWHERE in the line 1 claim description CONSECUTIVELY, it will be displayed. The characters specified do NOT have to be in the exact position as specified. For example, if 'PAPER' is specified, the following claim line descriptions would match the entry and be displayed:

```

          'PAPER TOWELS           '
          'COPY PAPER             '
          'RED & BLUE CONSTRUCTION PAPER '

```

Desc Line 2:

Works just like line 1 except matches on claim line 2 description.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

Payment Inquiry Searches (continued):

**Credit Card Cd: (Only when using credit cards (defined in F3-22))**

This field allows for indicating a certain credit card code if only claims associated to a certain credit card are to be displayed. F7 is available to display a valid list of credit card companies.

Miscellaneous Financial Enhancements

Fixed Asset Searches:

The fixed asset inquiry option, F12-2, has been modified to include additional search tools. When accessed, the following screen will be displayed.

---

**Display/Modify Fixed Asset and/or Property**

Asset Tag # ..... \_\_\_\_\_

Sequence ..... \_\_\_\_

- O R -

Property Key ..... \_ \_ \_ \_

F7. Property Screen

- O R -

Search by Serial # ....

(Exact Match)

Search by Description .

(Match anywhere in description)

**ENTER=Continue, F24=Help, F16=Exit**

---

This process has been modified to include some additional fixed asset locator options. Each of these options is highlighted and is defined below.

**Search by Serial #:**

This field allows for indicating a serial # so you can scan the fixed asset file to locate an asset with a specific serial #. This must be an exact match. The serial # must match the serial # in the asset exactly for it to be displayed.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

Fixed Asset Searches (continued):

**Description:**

This field allows for indicating a description so you can scan the fixed asset file to locate an asset with the description specified. This will match anywhere in the description. This is not an exact match. If an asset matches the characters specified ANYWHERE in the description CONSECUTIVELY, it will be displayed. For example, if 'COND' is specified, the following fixed asset descriptions would match the entry and be displayed:

```
'AIR CONDITIONER          '  
'AMANA AIR CONDITIONER    '
```

Additional Financial System Control Options:

There are several options available that can be set, by site, to control how certain functionality in the Financial System does or does not operate. A few new options now exist. Press F12 on the financial Special Functions Menu (F14). Then press F7 three times. The following screen will be displayed.

---

**System Control Information**

```
Asset Tag # Format: N (N=Numeric, A=Alphanumeric)  
Auto Check Recon: (1-9, A-F, H-I, K, X=Op Not Used, ' ')  
Right justify street number: (' '=No, Y=Yes, for Govt Licenses only)  
Asset Property Key Format: 1 (1=10 positions, 2=12 positions)  
Default Claim to P.O. Amounts: Y (' '=No, Y=Yes, if not blanket PO)  
A/P Voucher Form: (' ', A, B)  
Use Requisition Budget Amount: (' ', Y)  
Require Claim Requestor Field: (' ', Y, X)  
Size of User Name: 10 (10-25 including 2-digit extension)  
User Name Format: (Blank/2) (Refer to F24=Help)  
Use Payroll Encumbrances?: (Blank=No, Y=Yes)  
Printed EFT Format: (Blank=Check, 1=Plain Paper)  
Use Vendor Direct Deposits?: (Blank=No, Y=Yes)  
Remittance Register Format: (Blank=Accounts, D=Description)  
Use No W-9 Caution?: N (Blank=Yes, N=No)  
Auto Number Receipts: Y (Blank=No, Y=Yes)  
Inactive Vendors on Search?: N (Blank=Yes, N=No, A=Adm, I=Inq, X=Adm & Inq)  
Inactive Sources on Search?: N (Blank=Yes, N=No, A=Adm, I=Inq, X=Adm & Inq)  
Vendor Claim Labels: A (Blank=Contin, A/B=Laser) #Lines Between: 1
```

**ENTER=Validate, F1=Prior, F24=Help, F16=Exit**

---

Each of these new options is highlighted and is defined below.

Miscellaneous Financial Enhancements

May 5, 2011 Session 3

**Additional Financial System Control Options (continued):**

**Auto Number Receipts?:**

This field allows for indicating whether the system should automatically number receipts. Valid entries are:

Blank = No, allow the receipt number to be optionally filled in when doing all receipting options.

Y = Yes, automatically assign receipt numbers. Regular receipt numbers will be used for the following functions:

- F7-1 Enter a Receipt
- F7-17 Post Multi-Acct Interest
- F7-21 Generate template Receipts
- F8-6-3 Redeem/Add/Withdraw Investments

This number can be seen on the first screen within this process in the field called 'Last Rcpt#'. Dummy receipt numbers (which are numbers used for processes like EFT's will be used in the following functions:

- F8-4 Bank/Fund Transfer

**This next option does NOT apply to the Vendor Search in the Vendor Maintenance process (F2-24 & F3-24). For that option, all vendors must be displayed whether they are active or inactive.**

**Inactive Vendors on Search?:**

This field allows for indicating whether or not inactive vendors should appear on the Vendor Search by Name screens. Valid entries are:

Blank = Yes, both inactive and active should display

N = No, do not display inactive vendors for any user

A = No, do not display inactive vendors for any user EXCEPT users with administrative access rights in security to the process using the search.

I = No, do not display inactive vendors EXCEPT when doing inquiry & report options (i.e. Claim Inquiry, Requisition Inquiry, Vendor Payment reports, etc.)

X = No, do not display inactive vendors EXCEPT when doing inquiry & report options (i.e. Claim Inquiry, Requisition Inquiry, Vendor Payment reports, etc.) or users with administrative access rights in security to the processes using the search.

**This next option does NOT apply to the Source Search in the Source Maintenance process (F6-24 & F7-24). For that option, all sources must be displayed whether they are active or inactive.**

**Miscellaneous Financial Enhancements**

**May 5, 2011 Session 3**

**Additional Financial System Control Options (continued):**

**Inactive Sources on Search?:**

This field allows for indicating whether or not inactive sources should appear on the Source Search by Name screens. Valid entries are:

- Blank = Yes, both inactive and active should display
- N = No, do not display inactive sources for any user
- A = No, do not display inactive sources for any user EXCEPT users with administrative access rights in security to the process using the search.
- I = No, do not display inactive sources EXCEPT when doing inquiry & report options (i.e. A/R Inquiry, Receipt Inquiry, Receipt reports, etc.)
- X = No, do not display inactive sources EXCEPT when doing inquiry & report options (i.e. A/R Inquiry, Receipt Inquiry, Receipt reports, etc.) or users with

**Vendor Claim Labels:**

**Format:**

Indicate the format to be used for printing claim labels in function Print Claim Labels (F4-5-9).

- Blank = Continuous Feed
- A = Laser format only, 3 across x 10 down. Designed for Avery Labels 5160
- B = Laser format only, 2 across x 10 down. Designed for Avery Labels 5161

**# Lines Between: (Laser Formats A & B Only)**

Indicate the number of blank lines to print between each label. This option can only be used when selecting a laser format.

**Miscellaneous Financial Enhancements**

**State of Indiana, Gateway Budget Submission:**

The State of Indiana announced that it has successfully completed a pilot test of their new Gateway for budget submission. A statewide rollout is scheduled for July 1, 2011. This applies to all agencies excluding schools. Schools will be required to submit forms for their 2013 budget through Gateway. This will extend to all counties and incorporate all budget forms (Forms 1, 2, 3, 4, 4a, 4b, and 144). Files layouts for uploading have been received for Forms 1 and 2 only.