NEW JERSEY COMPREHENSIVE FINANCIAL SYSTEM

INSTRUCTIONAL MANUAL

OVERVIEW MODULE

OUTLINE - NJCFS SYSTEM OVERVIEW

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TOPIC I: OVERVIEW

A. Introduction & Key Concepts

The New Jersey Comprehensive Financial System (referred to as NJCFS or CFS throughout the manual) is an integrated governmental financial system. NJCFS includes Budgeting, General Accounting, Revenue, Expenditure, Grant, Project, and Travel modules. NJCFS interfaces with the Management Acquisition and Control System - Enhanced (MACS-E), which is maintained by the Purchase Bureau.

1. Features of NJCFS

a) Maintains on-line ledgers of all financial activities.

Once a transaction has been accepted and posted, the actual amounts and available balances are updated and available immediately. This feature provides managers with a timely and accurate view of an agency's financial position.

b) Manages and controls expenditures based on budgets.

NJCFS integrates budget data with accounting data to verify that pre-encumbrances, encumbrances, and expenditures do not exceed available budget authority at the State's designated control levels in a real-time environment. If a transaction exceeds the budget authority, it will be rejected, and the system will display an insufficient available budget authority error message. NJCFS permits authorized users to define spending controls at different levels of their organizations to meet their requirements. NJCFS supports the following budgetary levels: Appropriation, Allotment, Expense, Revenue, Grant, and Project.

c) Track revenues based on budgets.

The tracking of revenues can be controlled using revenue budgets. When this option is used, a revenue transaction must match a line in the revenue budget before the transaction can be recorded. The option of whether to use the revenue budget as a control is selected individually for each fund in the system.

d) Ensure New Jersey complies with Generally Accepted Accounting Principles (GAAP).

2. Operating Areas

a) Master Table Inquiry (MTI): MTI is the table side of the system, which allows authorized users to look at system or user maintained tables. It contains centralized information codes used during processing and stores transaction data. MTI allows users to display and/or modify entries from master tables.

b) Document Data Maintenance (EASYDOC): EASYDOC is the data entry side of the system, which allows authorized users to enter budgetary and accounting transactions and where documentation is generally maintained.

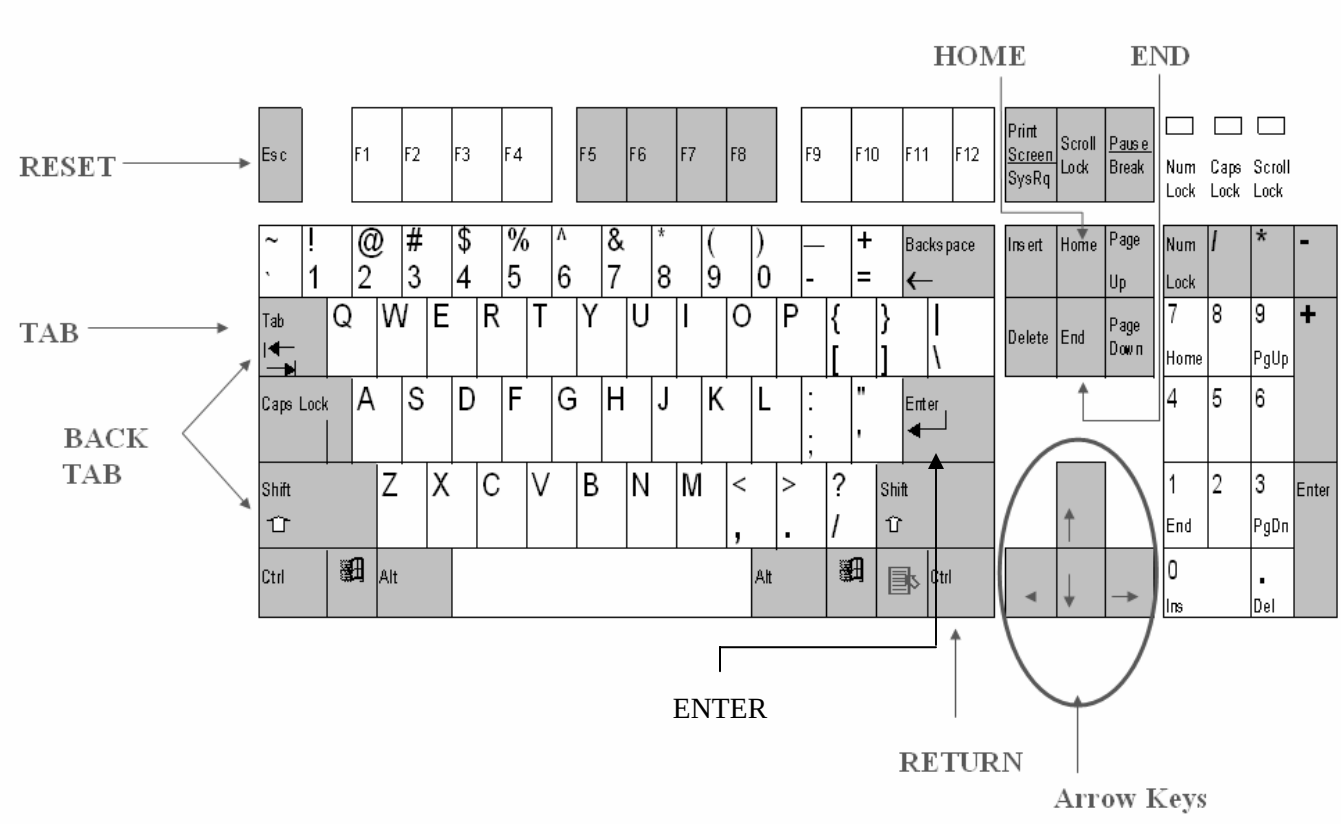
```
             N    NN     JJJJJJ      CCCCCC      FFFFFFF    SSSSSS
             NN   NN       JJ       CC    CC    FF        SS    SS
             NNN  NN       JJ       CC          FF        SS
             NN N NN       JJ       CC          FFFFF      SSSSSS
             HN  NNN       JJ       CC          FF              SS
             NN   NN   JJ  JJ       CC     CC   FF        SS    SS
             NN    N   JJJJJJ        CCCCCCC    FF         SSSSSS

N E W   J E R S E Y  C O M P R E H E N S I V E   F I N A N C I A L  S Y S T E M
                                1.  MTI
                                2.  EASYDOC
                                X.  EXIT
       COMMAND:            USERID: TYMNOTO           PASSWORD:
                     NEW PASSWORD:               VERIFICATION:

SYSTEM
MESSAGE:
```

COMMAND: Enter "1" for MTI. Enter "2" for EASYDOC. Enter "X" to exit NJCFS.

3. Keyboard Functions

There are some keystrokes that operate differently in NJCFS than other software applications. The list and the diagram below explain how the keys operate.

- **RESET:** Unlocks keyboard.
- **HOME**: Moves cursor to the field in top left corner, usually the action field.
- **END**: Deletes field.
- **TAB**: Moves cursor forward from field to field.
- **BACK TAB**: (hold SHIFT key while striking TAB key) Moves cursor backward from field to field.
- **RIGHT CONTROL**: Moves cursor down one entire line.
- **ARROWS**: Move cursor one space at a time; use as last resort.
- **ENTER**: Directs NJCFS to process the information entered on the screen.



4. Account Code Block/ Field Descriptions

The following list of fields is used in various combinations when entering documents into NJCFS to designate the affected accounts, as well as when accessing information stored in tables.

The NJCFS account code block structure is as follows:

FIELD NAME	# of Characters
Fiscal Year	2
Fund	3
Agency	3
Organization	4
Appropriation Unit	3
Activity	4
Object	4
Sub-Object	2
Revenue Source	4
Sub-Revenue Source	2
Project Number	8
Reporting Category	4
Balance Sheet Account	4

FISCAL YEAR: Two-character code used to identify budget fiscal year. Must be established on the FSYR table.

FUND: Three-character code designating the self-balancing set of accounts established for the purpose of achieving specific objectives or performing certain activities. Must be established on the FUND table.

AGENCY: Three-character code representing a legal agency within the State. Must be established on the AGCY table.

ORGANIZATION: Four-character code used to identify a reporting unit within an agency. Must be established on the ORGN table. NJCFS supports up to 12 levels of organization. Lower level organizations are below the appropriation and revenue budget organizations and can be associated with cost centers.

APPROPRIATION UNIT: Three-character code assigned by OMB to distinguish one appropriation from another. Must be established on the APPR table. The combination of budget fiscal year, fund, agency, organization, and appropriation unit identifies a unique appropriation record in CFS. Once an appropriation unit is assigned, it will remain the same for that appropriation across fiscal years. There may be a gap between appropriation units if numbers are assigned but not used in subsequent years.

ACTIVITY: Four-character code defining what function is being performed by the agency. Must be established on the ACTV table. This code is required on expenditure accounting transactions and is not used on revenue transactions. An agency's central office sets policies on how to use activity codes.

OBJECT: Four-character code designating the article or service being purchased or the nature of the expense (e.g., office supplies, training, software, salaries). Must be established on the OBJT table. This code is required for expense budgets and expenditure transactions.

SUB-OBJECT: Two-character code that further defines an object. Objects may be divided into any number of sub-objects. This code must be used when the sub-object option is set to "Y" on the EXPB table.

REVENUE SOURCE: Four-character code used to identify the source and type of revenue. Must be established on the RSRC table. This code is required for revenue budgets and revenue accounting transactions.

SUB-REVENUE SOURCE: Two-character code that further defines a revenue source. This code must be used when the sub-revenue source option is set to "Y" on the RSRC table.

PROJECT/JOB NUMBER: Eight-character code used to define a specific project. Project numbers are unique within the agency/organization combination and must be coded on all accounting transactions that reference a project. This code is required for an appropriation account that has a Grant/Project indicator of "P" or "B".

REPORTING CATEGORY: Four-character code used to define and classify expenditures that reference a federal grant. Reporting Categories are unique within the agency/organization combination and must be coded on all accounting transactions that reference a grant. This code is required for an appropriation account that has a Grant/Project indicator of "G" or "B".

BALANCE SHEET ACCOUNT: Four-character code used to identify a specific asset, liability or fund balance account. For most accounting transactions, users only have to code one side of the transaction; CFS automatically generates the offsetting balance sheet account entry. Transactions requiring the balance sheet account entries will be discussed in the relevant modules.

B. Documents

1. Document Sections/Fields

There are four types of lines contained in each document: Command Lines, Document Header Lines, Document Detail Lines, and Message Lines.

Command Lines

Document Header Lines

Document Detail Lines

Message Lines

```
FUNCTION:                  DOCID:  A1 082 20402500020    10/27/05   03:05:46 PM
STATUS: REJCT              BATID:                 ORG:            001-001 OF 002
H-           ACCOUNTING BUREAU VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE: 08 30 04   ACCTG PRD:                 BUDGET FY: 05
    ACTION: E PP START:          SCH PAY DT:          CHECK CAT:    REASON:
    FA IND:    OFF LIAB ACCT:      REFERENCE TYPE: 2  SINGLE CHECK FLAG:
    VENDOR CODE: 616001218 00           ADDRESS: SPECIAL PROGRAMS
    NAME: UNIV OF KENTUCKY                     : 204 FRAZER HALL
        :                                      : LEXINGTON         KY40506
    CALC DOC TOTAL:          500.00     DOCUMENT TOTAL:           3.00
    LN     REFERENCE
    NO CD AGY    NUMBER    LN           PAYEE REFERENCE
    -- -- --- ------------ --    ------------------------------
    FND AGCY ORG  SUB ORG APPR UNIT ACTY  OBJ SUB OBJ REV SRC SUB REV  JOB NO
    --- ---- ---- ------- --------- ----  ---- ------ ------- ------- --------
    RPT CT BS ACT DISC TYP  DESCRIPTION   QUANTITY      AMOUNT      I/D P/F TXT
    ------ ------ -------- ------------ ------------ -------------- --- --- ---
01- 01 RA 082  20400000005 01    AIDS RESEARCH
        082
                                                                   3.00
H--C900E-DOC TOTAL NOT = DETAIL         01-A432E-REF RQ DOC NOT FOUND
01-C100E-INVALID FUND FOR BUD FY        01-C068E-LINE PROCESSING BYPASSED
```

a) **Command Lines:** First two lines on every transaction screen.

FUNCTION: Function to be performed. (e.g., perform a quick edit on a document, proceed to the next screen, delete a line, a document, or a batch; display the next error; approve the document or schedule the document or batch for processing).

DOCID: Document ID or transaction ID. A document is automatically assigned an ID using the next sequential number for the transaction code/agency/organization combination. Sequential numbering is maintained in the Automatic Document Numbering Table (ADNT). DOCID can be used to look up documents on various CFS tables and ledgers.

DATE AND TIME: NJCFS automatically registers the date and time on each transaction.

STATUS: Status of the document as recorded on the Suspense File.

BATID: Batch ID number assigned to batch. If blank, the document is not associated with a batch.

ORG: Not used.

LINE NUMBERS: Displays line number currently appearing on the screen and the total number of lines on a document.

b) **Document Header Lines:** Contain descriptive information applicable to all lines in the document. In the A1 document example on the preceding page, the Document Header Lines range from "PV DATE" to "DOCUMENT TOTAL".

c) **Document Detail Lines:** Contain specific information about an individual financial event. If a document contains more lines than are available on a single screen, NJCFS permits the user to continue entering lines on the next screen. There can be up to 99 lines in a document. In the A1 document example on the preceding page, the Document Detail Lines range from "LN NO" to "TXT".

d) **Message Lines:** Contain error messages or approvals needed messages. Message lines appear after a function has been performed on a document. The system will display messages on the last three lines of the screen.

There are two types of messages:

- Error messages or warning messages relating to the transaction. These messages appear after a Quick Edit is performed.

- Messages relating to the action entered during the on-line data entry session. These messages may tell the user that the action is not permitted or that the last action was successfully performed with the given results.

In the A1 document example on the preceding page the Message Lines are:

- H-- C900E-DOC TOTAL NOT = DETAIL
- 01- A432E-REF RQ DOC NOT FOUND
- 01- C100E-INVALID FUND FOR BUD FY
- 01- C068E-LINE PROCESSING BYPASSED

The first two characters of the message tell the user where the error has occurred in the document. For example, "H" means the error is occurring in the Document Header Lines of the document and "01" means the error is occurring in line 01 of the Document Detail Lines.

To obtain more information on the error message displayed use the following steps:

- Place cursor on any character in the message needing explanation.
- Press the Enter Key to retrieve the Error Message Explanation table "EMEX".
- Type "E" in the ACTION field to return to processing your document.
- Press the Enter Key.

2. Document Index/Transaction Codes

A transaction code is a two-character abbreviation that communicates to the system what type of data to expect and which program to use to process the valid transaction. The following is a list of all transaction codes:

Transaction Code	Transaction
A1	Accounting Bureau Payment Voucher
AL	Allotment Transaction
AO	Agency Contact Order
AP	Appropriation Transaction
AV	Accounting Bureau Payment Voucher
C1	Alternate Cash Receipt
CR	Cash Receipt
DO	DBC Order (currently Office of Design & Construction)
EB	Expense Budget Transaction
EM	Expenditure Modification
FM	Federal Aid Master Transaction
FX	Federal Aid Charge Transaction
GO	Grant/Loan Order
IN	Invoice
J1	Alternate Journal Voucher
JB	Job Control Input Form
JV	Journal Voucher
MW	Manual Warrant
PJ	Project Master
PK	DBC-Approved Project
PO	Purchase Bureau Order
PR	Payroll Voucher
PV	Purchase Bureau Pmt Voucher
PX	Project Charges
QI	Quick Invoice
QR	Quick Receipt
QW	Quick Warrant
RA	Accounting Bureau Requisition
RB	Revenue Budget Transaction
RD	DBC Requisition
RM	Revenue Modification
RP	Purchase Bureau Requisition
TA	Transfer of Appropriation
TB	Transfer of Expense Budget Transaction
TC	Travel Refund
TE	Travel Authorization
TH	Travel Authorization for Training
TV	Travel Voucher
U1	Using Agency Pmt Voucher
UA	Using Agency Pmt Voucher
WR	Warrant Reconciliation

C. Suspense File

EASYDOC is the data entry side of the system, which allows authorized users to enter budgetary and accounting transactions and where documentation is generally maintained. Transactions entered into EASYDOC are listed in the Document Suspense Files (SUSF and SUS2).

The document suspense files are holding files for transactions in their input format. Once a function has been performed on a document, the document number will appear in the Suspense File. SUSF and SUS2 store and allow access to:

- Documents between the time they are entered and the time they are processed.
- Processed documents until their purge date.
- Rejected documents without affecting master tables or ledgers until the errors are corrected.
- Documents needing approvals.

The following is a screen image of SUSF:

```
ACTION: R  SCREEN: SUSF USERID:                          07/11/06   09:05:18 AM
  FUNCTION:                                              ORG:

                      D O C U M E N T   S U S P E N S E

     S     BATCH ID        DOCUMENT ID                                  PROCESS
     E --------------- -------------------              LAST    LAST     DATE
     L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
     -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
 00-
 01-    .  .    .      AL 010  33200000741 PEND2 YAA00 060418 AGAGRIG
 02-    .  .    .      AL 010  33300000528 REJCT 00000 060711 AGSTHOM
 03-    .  .    .      AL 010  33500000222 ACCPT YYY00 060710 AGACHUA
 04-    .  .    .      AL 014  31100001074 ACCPT YYY00 060710 INASTIA
 05-    .  .    .      AL 014  31100001075 ACCPT YYY00 060710 INASTIA
```

ACTION: Single-character commands that communicate to the system which type of action to perform.

SCREEN: Four-character screen name.

USERID: Seven-character ID of the NJCFS user.

FUNCTION: Functions that can be performed from SUSF and SUS2 are as follows:

N/NB: Create new document/batch
D/DB: Delete existing document/batch
U/UB: Undelete existing document/batch
S: Scan for document/batch
A/AB: Approve existing document/batch
AN/ABN: Unapprove existing document/batch
W/WB: Process document/batch
C: Copy a single document
F/FB: Free document/batch held by the system

ORG: Not used.

00-: Selection Line (Row 00) User can assign a new batch/document number or identify an existing batch/document by ID number to perform a specific function on that batch/document.

SEL: Selection allows the user to identify one or more batches/documents on which to perform a specific function. This is accomplished by placing an "X" in the column next to the transaction IDs.

BATCH ID:

TR: Transaction code of batch number
AGCY: Agency of batch number
NUMBER: Batch number

DOCUMENT ID:

TR: Transaction code of document
AGCY: Agency of document
NUMBER: Document number

STAT: Current status of document.

ACCPT: Batch/document has been accepted. Database has been updated. Remains on Suspense File for three working days. Can be scanned but not corrected.
BHELD: Batch on hold. Document will not be processed until status is changed.
BSCHD: Batch containing document scheduled for off-line processing.
DELET: Batch/document marked for deletion.
HELD: Batch/document on hold. Batch/document will not be processed until status is changed.
PEND1: Document processed and rejected pending first level of approval.
PEND2: Document processed and rejected pending second level of approval.
PEND3: Document processed and rejected pending third level of approval.
PEND4: Document processed and rejected pending fourth level of approval.
PEND5: Document processed and rejected pending fifth level of approval.
REJCT: Batch/document rejected due to errors.
SCHED: Batch/document scheduled for off-line processing.

APPRV: Indicates levels of approval required and applied to document. There can be up to five levels of approval, which is indicated by the number of A's in this field. For example, if a transaction requires approval levels 1, 2, and 3, the field would appear as "AAAOO". When the first two approvals have been applied, the field would appear as "YYAOO". The order in which approvals are applied is irrelevant.

LAST DATE: Last date a function has been performed on the document.

LAST USER: User ID of last user to perform a function on the document.

PROCESS DATE (YYMMDD): Date document is to be processed. If left blank, document will process the day following final approval.

The following is a screen image of SUS2:

```
ACTION: R  SCREEN: SUS2 USERID:                          07/11/06 09:05:18 AM
FUNCTION:                                               ORG:

              D O C U M E N T   S U S P E N S E   ( P A R T   2 )

     S        BATCH                DOCUMENT
     E  ----------------  ----------------------                ENTRY   LAST
     L  TYPE AGCY NUMBER  TYPE AGCY    NUMBER    STATUS APPRV  DATE  TERMINAL
     -  ---- ---- ------  ---- ---- ------------ ------ ----- ------ -----
 00-
 01-    .    .    .       AL   010  33200000741  PEND2  YAA00 060418   #1FM
 02-    .    .    .       AL   010  33300000528  REJCT  00000 060711   #09C
 03-    .    .    .       AL   010  33500000222  ACCPT  YYY00 060629   #0QP
 04-    .    .    .       AL   014  31100001074  ACCPT  YYY00 060710   #0E9
 05-    .    .    .       AL   014  31100001075  ACCPT  YYY00 060710   #0E9
```

ENTRY DATE: Date transaction was entered into system.

LAST TERMINAL: ID of last terminal used to access transaction.

Note: All document numbers are assigned by the system's Automatic Document Numbering Table (ADNT). Documents are created from either the Suspense File or from within the document. Batch numbering methodology is established by agencies.

D. Procedures

1. Create a new document from SUSF/SUS2:

a) Enter "N" in the FUNCTION field.
b) TAB to Row 00- and the TR field under DOCUMENT ID.
c) Enter the transaction code into the TR field, as shown in the example "A1".
d) Enter three-character agency number in the AGCY field, as shown in the example "082".
e) Enter four-character organization number followed by the # sign in the NUMBER field, as shown in the example "2040#".
f) Press the Enter Key.
g) System will assign next available document number and take user to new document entry screen.

```
ACTION: S  SCREEN: SUSF USERID:                          03/07/06   11:53:19 AM
FUNCTION: N                                              ORG:

                      D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                   PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-                   A1 082     2040#
01-
02-
```

2. **Create a new batch from SUSF/SUS2:**
   a) Enter "N" in the FUNCTION field.
   b) TAB to Row 00- and the TR field under BATCH ID.
   c) Enter the transaction code into the TR field, as shown in the example "A1".
   d) Enter three-character agency number in the AGCY field, as shown in the example "082".
   e) Enter six-character batch number in the NUMBER field, as shown in the example "LN4646".
   f) Enter characters in the DOCUMENT ID fields as instructed above.
   g) Press the Enter Key.
   h) System will assign next available document number and take user to batch ticket screen.

```
ACTION: S  SCREEN: SUSF USERID:                          03/07/06   11:53:19 AM
FUNCTION: N                                              ORG:

                      D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                   PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-    A1 082  LN4646 A1 082     2040#
01-
02-
```

Batch Ticket Screen:
   a) Enter date in the BATCH DATE field in MM-Month, DD-Day, YY-Year format.
   b) Enter the number of documents in the batch in the NUMBER OF DOCUMENTS field.
   c) Enter total amount of all documents in batch in the NET AMOUNT field.
   d) Press the ENTER key.
   e) System will take user to new document entry screen.

```
FUNCTION:                 DOCID:  A1 082 20406003808    03/07/06   10:03:03 AM
STATUS:                   BATID:  A1 082 LN4646  ORG:
B-
                 ACCOUNTING BUREAU PAYMENT VOUCHER BATCH FORM

                                BATCH DATE: 03 07 06

           NUMBER OF DOCUMENTS: 2                  NET AMOUNT: 980.00
            ACTUAL BATCH COUNT:           ACTUAL BATCH AMOUNT:
```

3. Scan for existing batch/document:

The scan mode allows the user to look at data that has been entered into the system. Users can retrieve batches/documents that have not been processed, have been rejected, or have been processed within the last three business days. Users can scan a batch of transactions, a particular document within a batch, or a single document that was not entered as part of a batch.

a) Enter "S" in the ACTION field on SUSF/SUS2.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.

The system displays:

- The first screen in the batch (if requested a batch).
- The first screen of the batched document (if requested a document in a batch).
- The first screen of the unbatched document (if requested a single document).

After the first screen display, continue to scan the batch or document by pressing the Enter Key.

```
ACTION: S  SCREEN: SUSF USERID:                          03/07/06   11:15:22 AM
FUNCTION:                                                ORG:

                     D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                   PROCESS
    E --------------- -------------------             LAST    LAST      DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-                   U1 082  20400000756
01-
02-
```

Note: All fields are exactly as entered, and any associated errors are displayed at the bottom of the screen. Each error message is preceded by a "B", "H", and a line number indicating which section of the screen (batch, header or line) contains the incorrect data. The action lines at the top of the screen provide information regarding the batch or document status.

4. Delete existing batch/document:

A batch/document can only be deleted if there are no approvals applied. All approvals must be removed to delete a document. Once a document has been processed by NJCFS it cannot be deleted.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to delete.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "DB"/"D".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to be deleted is located (Row 01 in the diagram).
e) Press the Enter Key.

The following message should be displayed:

01-*HS39 DOCUMENT MARKED FOR DELETION

```
ACTION: S  SCREEN: SUSF USERID:                          07/12/06   09:35:50 AM
  FUNCTION: D                                             ORG:

                      D O C U M E N T   S U S P E N S E

     S     BATCH ID        DOCUMENT ID                                  PROCESS
     E --------------- -------------------              LAST    LAST     DATE
     L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
     -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
 00-
 01- X  .   .    .      A1 098  98756008391 REJCT 00000 060530 JUWMORE
 02-    .   .    .      A1 098  98756008487 ACCPT YYY00 060710 JUWREEG
 03-    .   .    .      A1 098  98756008488 PEND2 YAA00 060711 JUWARNO
 04-    .   .    .      A1 098  98756008489 ACCPT YYY00 060711 JUWREEG
```

5. Undelete existing batch/document:

A batch/document that has been marked for deletion, but not processed can be undeleted.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to undelete.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "UB"/"U".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to be undeleted is located (Row 01 in the diagram).
e) Press the Enter Key.

The following message should be displayed:

01-*HS65 DOCUMENT UNDELETED

```
ACTION: R  SCREEN: SUSF USERID:                          03/07/06   11:56:19 AM
FUNCTION: U                                              ORG:

                     D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                  PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-
01- X  .   .     .      TH 082  20400000004 DELET 00000 971007 ODBCOL2
02-    .   .     .      TV 082  20400000028 ACCPT YYYY0 040830 TYMWARN
03-    .   .     .      UA 082  2040        SCHED 00000 961023 TYMTR40
04-    .   .     .      UA 082  20400000001 HELD  00000 930205 TYMH000
```

6. Approve existing batch/document:

Although not recommended, a batch/document that has a pending approval status (e.g., PEND1) can be approved in the Suspense File. Most transactions will be approved on the transaction screen.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to approve.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "AB"/"A".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to be approved is located (Row 01 in the diagram).
e) Press the Enter Key.

The following messages confirming only those levels of approval the user has applied should be displayed (this example shows levels 1 through 3):

01-*S001 APPROVAL 1 APPLIED 01-*S002 APPROVAL 2 APPLIED
01-*S003 APPROVAL 3 APPLIED 01-*HS60 DOCUMENT MARKED FOR READ ONLY

```
ACTION: R  SCREEN: SUSF USERID:                          03/07/06   11:59:18 AM
FUNCTION: A                                              ORG:

                     D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                  PROCESS
    E --------------- -------------------             LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-
01- X  .   .     .      RA 082  20400000094 PEND1 AAA00 040830 TYMWARN
02-    .   .     .      RA 082  20400000357 SCHED 00000 020815 ODBDINK
03-    .   .     .      RA 082  20400000358 ACCPT 00Y00 010206 TYMTR01
04-    .   .     .      RA 082  20400000359 ACCPT 00Y00 010206 TYMTR01
```

Note: A batch level approval can be made in the Suspense File or the Batch Ticket if all documents within the batch have the same approval requirements.

7. Unapprove existing batch/document:

A batch/document that has been approved but has not yet processed may be unapproved.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to unapprove.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "ABN"/"AN".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to be unapproved is located (Row 01 in the diagram).
e) Press the Enter Key.

The following messages confirming only those levels of approval the user has removed should be displayed (this example shows levels 1 through 3):

01-*S051 APPROVAL 1 REMOVED 01-*S052 APPROVAL 2 REMOVED
01-*S053 APPROVAL 3 REMOVED

```
ACTION: R  SCREEN: SUSF USERID:                          03/07/06   12:01:10 PM
FUNCTION: AN                                             ORG:

                      D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                  PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-
01- X  .  .    .      RA 082  20400000094 SCHED YYY00 060208 TYMTR01
02-    .  .    .      RA 082  20400000357 SCHED 00000 020815 ODBDINK
03-    .  .    .      RA 082  20400000358 ACCPT 00Y00 010206 TYMTR01
04-    .  .    .      RA 082  20400000359 ACCPT 00Y00 010206 TYMTR01
```

Note: Once a transaction has been accepted by the system, approvals cannot be removed and corrections cannot be made to the document.

8. Process batch/document:

A batch/document that has been approved may be processed on-line rather then waiting for the overnight batch processing.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to process.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "WB"/"W".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to be processed is located (Row 01 in the diagram).
e) Press the Enter Key.

The following message confirms the user has processed the document:

01-*HP20 DOCUMENT ACCEPTED

```
ACTION: R  SCREEN: SUSF USERID:                          03/07/06   12:02:09 PM
FUNCTION: W                                              ORG:

                      D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                   PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-
01- X  .   .     .      RA 082  20400000094 SCHED YYY00 060208 TYMTR01
02-    .   .     .      RA 082  20400000357 SCHED 00000 020815 ODBDINK
03-    .   .     .      RA 082  20400000358 ACCPT 00Y00 010206 TYMTR01
04-    .   .     .      RA 082  20400000359 ACCPT 00Y00 010206 TYMTR01
```

Note: Approving and processing batches/documents may be done simultaneously by entering the "AB"/"A" and the "WB"/"W" together.

9. Copy a single document:

Copying a document allows users to save time entering repetitive transactions.

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for document to copy.
b) TAB to Row 00- and enter the DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "C".
d) TAB to the SEL column and enter "X" in the row in which the document to be copied is located (Row 01 in the diagram).
e) Press the Enter Key.

```
ACTION: R  SCREEN: SUSF USERID:                          11/03/06   08:59:25 AM
  FUNCTION: C                                             ORG:

                      D O C U M E N T   S U S P E N S E

     S     BATCH ID        DOCUMENT ID                                   PROCESS
     E --------------- -------------------              LAST    LAST     DATE
     L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
     -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
 00-                   u1 082  2040#
 01-    .  .    .      U1 082  20408033164 PEND3 YYAA0 061102 TYAMESE
 02- X  .  .    .      U1 082  20408033168 ACCPT YYYY0 061102 TYPZISA
 03-    .  .    .      U1 082  20408033169 ACCPT YYYY0 061102 TYPZISA
 04-    .  .    .      U1 082  20408033170 ACCPT YYYY0 061102 TYPZISA
 05-    .  .    .      U1 082  20408033171 ACCPT YYYY0 061102 TYPZISA
 06-    .  .    .      U1 082  20408033172 ACCPT YYYY0 061102 TYPZISA
 07-    .  .    .      U1 082  20408033173 ACCPT YYYY0 061102 TYPZISA
 08-    .  .    .      U1 082  20498000319 ACCPT YYYY0 061102 TYAJONA
 09-    .  .    .      U1 082  20498000320 PEND3 YYAA0 061031 TYARICC
 10-    .  .    .      U1 082  20498000321 PEND3 YYAA0 061031 TYARICC
 11-    .  .    .      U1 082  20528008201 ACCPT YYYY0 061030 TYAVITE
```

```
FUNCTION:                 DOCID:  U1 082 20408033174    11/03/06   09:00:27 AM
STATUS:                   BATID:                 ORG:            001-001 OF 001
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE: 11 02 06   ACCTG PRD:                 BUDGET FY: 07
    ACTION: E PP START: 10 25 06 SCH PAY DATE: 11 02 06 CHECK CATEGORY: AM
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG: Y REASON:
    VENDOR CODE: 131624203 08           ADDRESS: 730 3RD AVE
    NAME: TIAA CREF                            :
        : ACH ELECTRONIC PAYMENT               : NEW YORK          NY10017
    DOCUMENT TOTAL:      27,135.80     CALC DOC TOTAL:      27,135.80
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   PP#22/06 ACTS                       100 082
                                                   2386
                                                 27,135.80
```

10. Free batch/document held by the system:

The following message appears when a batch/document is held by the system:

A--*HS72-DOCUMENT IN USE A--*HS60-DOCUMENT MARKED FOR READ ONLY

Should this occur the user can free the batch/document as follows:

a) Enter "S" in the ACTION field of SUSF/SUS2 to scan for batch/document to free.
b) TAB to Row 00- and enter the transaction ID in the BATCH ID/DOCUMENT ID fields and press the Enter Key.
c) TAB to FUNCTION field and enter "FB"/"F".
d) TAB to the SEL column and enter "X" in the row in which the batch/document to free is located (Row 02 in the diagram).
e) Press the Enter Key.

The following message confirms the user has freed the batch/document:

01-*HS44 BATCH/DOCUMENT FREED

```
ACTION: R  SCREEN: SUSF USERID:                          03/07/06   01:05:45 PM
FUNCTION: F                                              ORG:

                      D O C U M E N T   S U S P E N S E

    S     BATCH ID        DOCUMENT ID                                  PROCESS
    E --------------- -------------------              LAST    LAST     DATE
    L  TR AGCY NUMBER TR AGCY   NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
    -  -- ---- ------ -- ---- ----------- ----- ----- ------ -------- --------
00-
01- X  .   .     .      U1 082  20407500004 SCHED 00000 930208 TYMHOOO
02-    .   .     .      U1 082  20407500012 HELD  00000 930416 TYMMOYE
03-    .   .     .      U1 082  20407500015 REJCT 00000 930624 TYMMOYE
04-    .   .     .      U1 082  20407500056 ACCPT 00Y00 971216 TYMSALA
```

11. Pause a document and resume processing:

At times during a data entry/error correction session users may need to perform another NJCFS function, such as a master table inquiry to verify a code entered. NJCFS allows users to perform this function and return easily to the data entry screen through the Pause action by using the following steps:

a) Enter "P", leave a space and type the four-character screen name of the table to view.
b) Press the Enter Key.

```
FUNCTION: P APPR          DOCID:  AO 082 20406000727    03/08/06   10:45:56 AM
STATUS:                   BATID:                 ORG:            001-001 OF 001
H-                     AGENCY CONTRACT ORDER INPUT FORM

    AO DATE: 12 08 05  ACCTG PRD:        BUDGET FY: 06  COMMENTS:
       ACTION: E    ORDER TYPE: H   START DATE:            END DATE:
       VENDOR:              NAME:
                                :
      I/G IND: Y     SELLER FUND: 100      SELLER AGENCY: 082
            CALCULATED DOC TOTAL:       5,230.00  DOC TOTAL:       5,230.00
    LINE ------ REF REQ ------                SUB APPR ACTI      SUB
     NO  CD AGY   NUMBER    LN  FND AGCY ORG  ORG UNIT VITY OBJ  OBJ  PROJECT
    ---- -- --- ----------- --  --- ---- ---- --- ---- ---- ---- --- --------
    RPT CAT  UNITS           DESCRIPTION              AMOUNT       I/D P/F TXT
    ------- ------- ------------------------------  -------------- --- --- ---
01-  01                         100 082  2040     004  RTPG 4420
                     RENT ROOM FY06                        5,230.00
02-                                 082
```

NJCFS brings you to the MTI screen you requested.

a) Enter "E" in the ACTION field to return to processing document.
b) Press the Enter Key.

```
ACTION: E  SCREEN: APPR USERID:                          03/08/06   10:47:02 AM
                       *** APPROPRIATION INQUIRY ***
KEY IS BUDGET FISC YEAR, FUND, AGENCY, ORGANIZATION, APPR UNIT

BUDGET FY: 06  FUND: 100  AGENCY: 082  ORGANIZATION: 2040  APPR UNIT: 004
APPR TYPE: 01  MY IND: N  STATUS: A  APPR END DATE: 07 31 06 BUD AUTH OPT: N
APPR USE: SS  APPR SOURCE: 100  PROGRAM: 070000  IPB OBJ: 3   G/P REQ'D:
 BANK ACCT:      APPR NAME: SENATE      -MAT AND SUP
LAP / CF LIM :           0.00   CF TO FUTURE BFY:          0.00
APPROP:  ORIG:   7,000,000.00   CUR:   7,000,000.00  SUPPL APPR:          0.00
                           REAPPROP:           0.00      REVERT:          0.00
RECEIPTS: ORIG EST:           0.00 CUR EST:           0.00  ACT:          0.00
                                ADDL APPR:           0.00  CAP:          0.00
TRAN IN:           0.00 TRANS OUT:           0.00 BUD AUTH RESV:          0.00
BD AUTH:   2,000,000.00     ALLOT:   2,000,000.00       EXP BUD:          0.00
```

12. Copy lines within a document:

Duplicating a line within a document can save time when keying transactions that may have similar accounting distributions or the same accounting distribution but different payee references.

a) Enter "CL" in FUNCTION field of document.
b) TAB to the Row to be copied.
c) Press the ENTER key.
d) If Applicable, TAB to the DOCUMENT TOTAL field and change total of document to include copied row.

```
FUNCTION: CL              DOCID:  EM 082 20408033166    11/01/06    01:11:24 PM
STATUS: PEND1             BATID:                 ORG:             001-002 OF 002
 H-
                    EXPENDITURE MODIFICATION INPUT FORM

        TRANS DATE:                ACCT PRD:            FUND: 100
                      CALC DOC TOTAL:           0.00

                      SUB                     SUB
     BFY  AGCY  ORGN  ORG  APPR  ACTV  OBJT  OBJ  JOB/PROJ  RPT CAT
     ---  ----  ----  ---  ----  ----  ----  ---  --------  -------
                DESCRIPTION                   AMOUNT      I/D
         ------------------------------  --------------  ---
 01- 07   082   2040       003   UUUU  2110
         REMOVE INCORRECT EXPENDITURE             20.00   D

H--*S401-READY FOR APPROVAL 1           H--*S402-READY FOR APPROVAL 2
H--*S403-READY FOR APPROVAL 3
```

```
FUNCTION:                 DOCID:  EM 082 20408033166    11/01/06   01:11:49 PM
STATUS: PEND1             BATID:                 ORG:            001-003 OF 003
H-
                   EXPENDITURE MODIFICATION INPUT FORM

       TRANS DATE:                ACCT PRD:            FUND: 100
                     CALC DOC TOTAL:           0.00

                     SUB                     SUB
    BFY  AGCY  ORGN  ORG  APPR  ACTV  OBJT  OBJ  JOB/PROJ  RPT CAT
    ---  ----  ----  ---  ----  ----  ----  ---  --------  -------
                DESCRIPTION                   AMOUNT      I/D
        ------------------------------  --------------  ---
01- 07   082   2040       003   UUUU  2110
        REMOVE INCORRECT EXPENDITURE             20.00   D
02- 07   082   2040       003   UUUU  2110
        REMOVE INCORRECT EXPENDITURE             20.00   D

H--*S401-READY FOR APPROVAL 1           H--*S402-READY FOR APPROVAL 2
H--*S403-READY FOR APPROVAL 3
```

13. Delete lines within a document:

a) Enter "DL" in FUNCTION field of document.
b) TAB to the Row to be deleted.
c) Press the ENTER key.
d) If Applicable, TAB to the DOCUMENT TOTAL field and change total of document.

```
FUNCTION: DL              DOCID:  EM 082 20408033166    11/01/06    01:05:24 PM
STATUS: REJCT             BATID:                 ORG:             001-003 OF 003
 H-
                    EXPENDITURE MODIFICATION INPUT FORM

        TRANS DATE:                ACCT PRD:            FUND: 100
                       CALC DOC TOTAL:          20.00

                       SUB                     SUB
     BFY  AGCY  ORGN  ORG  APPR  ACTV  OBJT  OBJ  JOB/PROJ  RPT CAT
     ---  ----  ----  ---  ----  ----  ----  ---  --------  -------
                 DESCRIPTION                 AMOUNT      I/D
         ------------------------------  --------------  ---
 01- 07   082   2040       003   UUUU  2110
         REMOVE INCORRECT EXPENDITURE             20.00   D
 02- 07   082   2040       003   UUUU  2120
         PLAC IN CORRECT PLACE                    20.00   I
 03- 07   082   2040       003   UUUU  2120
         PLAC IN CORRECT PLACE                    20.00   I

 A--*HP03-DOCUMENT ERRORS DETECTED       H--NJX3E-DOC TOTAL MUST = ZERO
```

```
FUNCTION:                 DOCID:  EM 082 20408033166    11/01/06   01:07:53 PM
STATUS: REJCT             BATID:                 ORG:            001-002 OF 002
H-
                    EXPENDITURE MODIFICATION INPUT FORM

        TRANS DATE:                ACCT PRD:            FUND: 100
                       CALC DOC TOTAL:          20.00

                       SUB                     SUB
     BFY  AGCY  ORGN  ORG  APPR  ACTV  OBJT  OBJ  JOB/PROJ  RPT CAT
     ---  ----  ----  ---  ----  ----  ----  ---  --------  -------
                 DESCRIPTION                 AMOUNT      I/D
         ------------------------------  --------------  ---
01- 07   082   2040       003   UUUU  2110
         REMOVE INCORRECT EXPENDITURE             20.00   D
02- 07   082   2040       003   UUUU  2120
         PLAC IN CORRECT PLACE                    20.00   I
03-      082


H--NJX3E-DOC TOTAL MUST = ZERO
```

14. Cancel and discard a document:

The discard function can only be used before a quick edit is performed. Once a quick edit has been performed, users must use the delete function.

a) Enter "X" in the FUNCTION field of document
b) Press the ENTER key.
c) Message should read "DOCUMENT DISCARDED."

```
FUNCTION: X                DOCID:  U1 082 20408033165    11/01/06   12:58:32 PM
STATUS:                    BATID:                 ORG:            000-000 OF 000
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE:            ACCTG PRD:                  BUDGET FY: 07
    ACTION:   PP START:          SCH PAY DATE:          CHECK CATEGORY:
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG:   REASON:
    VENDOR CODE: 777777777 13           ADDRESS: 18 Everywhere Rd
    NAME: John Smith                            :
        :                                       : trenton nj 08625
    DOCUMENT TOTAL: 100                CALC DOC TOTAL:
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   payment number 1                   100 082 2040     002 uuuu
    2110
```

```
FUNCTION:                  DOCID:  U1 082 20408033165    11/01/06   01:01:51 PM
STATUS:                    BATID:                 ORG:            000-000 OF 000
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE:            ACCTG PRD:                  BUDGET FY:
    ACTION:   PP START:          SCH PAY DATE:          CHECK CATEGORY:
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG:   REASON:
    VENDOR CODE:                        ADDRESS:
    NAME:                                       :
        :                                       :
    DOCUMENT TOTAL:                    CALC DOC TOTAL:
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01-
A--*HD33-DOCUMENT DISCARDED
```

15. Hold a document:

Users may wish to place a document on hold to prevent further processing.

a) Enter "H" in the FUNCTION field of document
b) Press the ENTER key.
c) Message should read "DOCUMENT HELD."

```
FUNCTION:  H              DOCID:  U1 082 20408033167    11/02/06   09:40:27 AM
STATUS: PEND1             BATID:                 ORG:            001-001 OF 001
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE: 11 02 06   ACCTG PRD:                  BUDGET FY: 07
    ACTION: E PP START:          SCH PAY DATE: 11 03 06 CHECK CATEGORY: 06
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG: Y REASON:
    VENDOR CODE: 777777777 13           ADDRESS: 18 STATE PARK DR
    NAME: JOHN BUYER                            :
        :                                       : COLLINSWOOD NJ 08560
    DOCUMENT TOTAL:           1.00     CALC DOC TOTAL:           1.00
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   PAYMENT FOR QUOITS                  100 082 2040     003 UUUU
    2110
                                                        1.00
H--*S401-READY FOR APPROVAL 1           H--*S402-READY FOR APPROVAL 2
H--*S403-READY FOR APPROVAL 3           H--*S404-READY FOR APPROVAL 4
```

```
FUNCTION:                 DOCID:  U1 082 20408033167    11/02/06   09:42:15 AM
STATUS: HELD              BATID:                 ORG:            001-001 OF 001
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE: 11 02 06   ACCTG PRD:                  BUDGET FY: 07
    ACTION: E PP START:          SCH PAY DATE: 11 03 06 CHECK CATEGORY: 06
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG: Y REASON:
    VENDOR CODE: 777777777 13           ADDRESS: 18 STATE PARK DR
    NAME: JOHN BUYER                            :
        :                                       : COLLINSWOOD NJ 08560
    DOCUMENT TOTAL:           1.00     CALC DOC TOTAL:           1.00
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   PAYMENT FOR QUOITS                  100 082 2040     003 UUUU
    2110
                                                        1.00
A--*HS33-DOCUMENT HELD
```

16. Quick edit a batch/document:

A Quick Edit or "Q" action verifies that the transaction has been entered correctly, has passed all system edits (balance tests, table verifications, etc.), and now awaits approval processing and final posting (as signified by the status PEND1, PEND2, etc.). Employees with approval authority can scan the SUSF file for the transaction they are responsible for approving based on the status established from a successful quick edit. If a quick edit results in a failing transaction, additional quick edits assist the end user in determining what errors remain.

```
FUNCTION: Q               DOCID:  U1 082 20408033167    11/02/06   09:36:32 AM
STATUS:                   BATID:                 ORG:           000-000 OF 001
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE:            ACCTG PRD:                  BUDGET FY: 07
    ACTION:   PP START:          SCH PAY DATE: 11 03 06 CHECK CATEGORY: 06
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG:   REASON:
    VENDOR CODE: 777777777 13           ADDRESS: 18 State park dr
    NAME: John Buyer                            :
        :                                       : Collinswood Nj 08560
    DOCUMENT TOTAL: 100                CALC DOC TOTAL:
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   Payment for quoits                  100 082 2040     002 UUUU
    2110
                                             100
```

```
FUNCTION:                 DOCID:  U1 082 20408033167    11/02/06   09:40:27 AM
STATUS: PEND1             BATID:                 ORG:           001-001 OF 001
H-              USING AGENCY VENDOR PAYMENT VOUCHER INPUT FORM

    PV DATE: 11 02 06   ACCTG PRD:                  BUDGET FY: 07
    ACTION: E PP START:          SCH PAY DATE: 11 03 06 CHECK CATEGORY: 06
    FA IND:         OFF LIAB ACCT:         SINGLE CHECK FLAG: Y REASON:
    VENDOR CODE: 777777777 13           ADDRESS: 18 STATE PARK DR
    NAME: JOHN BUYER                            :
        :                                       : COLLINSWOOD NJ 08560
    DOCUMENT TOTAL:           1.00     CALC DOC TOTAL:           1.00
    LN                                          AGE     SUB APPR ACTI
    NO          PAYEE REFERENCE              FND NCY ORG ORG UNIT VITY
    --   -------------------------------     --- --- ------- ---- ----
    OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT DISC TYPE
    ---- ------ ------- ------- -------- --------- ------- ---------
            DESCRIPTION         QUANTITY        AMOUNT          I/D TXT
            -----------         ------------ --------------     --- ---
01- 01   PAYMENT FOR QUOITS                  100 082 2040     003 UUUU
    2110
                                                        1.00
H--*S401-READY FOR APPROVAL 1           H--*S402-READY FOR APPROVAL 2
H--*S403-READY FOR APPROVAL 3           H--*S404-READY FOR APPROVAL 4
```

E. Master Tables

1. Master Tables (MTI)

Master Tables are system or user maintained tables containing definitions of all NJCFS codes. Reference data (i.e. account code block information), controls, options, and open items are stored in on-line master tables and are used during NJCFS transactions. Each table has a unique four-character abbreviation (e.g., APPR for Appropriation Table) that is entered to display the table.

a) Functions

(1) Validate data during processing.

Codes entered on transactions must be valid in the appropriate master table. For example, in order to use agency code 082, it must be valid in the Agency Table (AGCY). Additionally, accounting distributions must exist in the appropriate master table. For example, if an appropriation requires a fiscal year, fund, agency, organization, and appropriation unit, that combination must be valid on the Appropriation Table (APPR).

(2) Infer default codes during processing.

Master tables contain the required data which is retrieved for transaction processing. For example, if a field is optional when entering a transaction, the system may enter the designated default code for that field.

(3) Set processing options and controls.

When there are two or more ways to handle a transaction, NJCFS references master tables which contain processing options. Only the System Administrator can set processing options and controls. For example, NJCFS requires organization numbers be entered on accounting transactions.

(4) Infer names on reports.

Master tables provide descriptions of codes for use on reports to make them more readable.

(5) Summarize and Group Data for Reports.

(6) Update system-maintained data.

NJCFS automatically updates account balances, open items, and other information in the appropriate master tables. For example, when an accounting transaction is recorded against an appropriation, the account balances are updated to reflect the change.

The "KEY" for each table is defined near the top of each screen and describes to the user what fields must be entered to scan for information.

b) Master Table Inquiry (MTI) Action Job Aid

The following is a list of codes used to perform various actions within tables and transaction in NJCFS.

Action	Description
A	Add record(s).
C	Change existing data.
D	Delete displayed record.
E	End MTI.
G	Get record based on full key.
H	Leaf to Help screen.
L	1) Leaf to specified screen and scan for records based on the data displayed on the current screen (if tables not linked, first record on specified screen will display). 2) Leaf from MTI to EASYDOC. Type L in ACTION field and the two-character Transaction Code <space> <space> in the SCREEN field.
M	Display More messages.
N	Go to Next screen specified in the screen field and clear the screen.
P	Pause and suspend processing.
R	Refill the screen with the next record(s). If field is left blank, defaults to "R".
S	Scan table starting with entered key fields.
T	Scan table from start (Top).
<	Scan previous screen in the screen stack – up to 4 screens.
>	Scan the next screen in the screen stack.

F. Ledger Tables

Ledger tables contain data from transactions (ledger records) accepted by NJCFS, and provide users with a detailed audit trail. Transactions appear on the Suspense File until their purge date (approximately three days after acceptance into system). After a transaction is purged, users can view the transaction through ledgers. There are eight ledger tables available for on-line viewing:

Updated in Real Time:

- Real-Time Ledger (LDGR)
- Detail Real-Time Ledger (LDG2)

Updated overnight:

- Flexible On-Line General Ledger (FLXG)
- Flexible On-Line General Ledger (Alternate View) (FLG2)
- On-Line General Ledger (OLGL)
- On-Line General Ledger - Alternate View (OLG2)
- Flexible On-Line Budget Ledger (FLXB): contain budget transactions (including transfers).
- Flexible On-Line Budget Ledger - Alternate View (FLB2): contain budget transactions (including transfers).

1. LDGR (Real-Time Ledger)

LDGR contains accounting (expenditure, revenue and balance sheet) transactions.

The following is a screen image of LDGR:

```
ACTION: R  SCREEN: LDGR USERID:                          11/01/06   03:57:41 PM
  KEY IS BFY, FUND, AGCY, ORG, APU, OBJ/REV, BS ACCT, ACCT TYPE, PERIOD,
        TRANS ID, ACCEPT DATE
                                                BS   ACCT
REALTIME  BFY FUND AGCY ORGN APU OBJ/REV ACCT  TYPE PERIOD     ACCT DIST TOTAL
GENLED    07  100  062  4510 027  3110         22   07204            1,035.00
-------------------------------------------------------------------------------
                         ACPT
      TRANSACTION ID     DATE         VENDOR        DESC/COMMENTS DOLLAR AMOUNT
    ------------------ ------ -------------------- ------------- --------------
01- PV 06245104954674  061026 22369647300 E COMM T INV.0018511          315.00
02- PV 06245104954678  061026 22369647300 E COMM T INV.0018669           90.00
03- PV 06245104954683  061026 22369647300 E COMM T INV.0018829          180.00
04- PV 06245104954686  061026 22369647300 E COMM T INV.0018890          270.00
05- PV 06245104954700  061026 22369647300 E COMM T INV.0018520          180.00
06-
07-
08-
```

KEY FIELDS:

- BFY
- FUND
- AGCY
- ORG
- APU
- OBJ/REV
- BS ACCT
- ACCT TYPE
- PERIOD
- TRANS ID
- ACCEPT DATE

BFY: Applicable budget fiscal year.

FUND/AGCY/ORGN/APU: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

BS ACCT: Balance sheet account for each transaction identifying the asset, liability, reserve or fund balance. Refer to the Balance Sheet Account Table (BACC) for descriptions. If entered, the ledger will display the balance sheet side of the entry, which is automatically generated by NJCFS when a user processes a document.

ACCT TYPE: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

PERIOD: Five characters consisting of two-character fiscal year, one-character quarter and two-character month.

Quarter: 1-4 (July to September; October to December; January to March; April to June)
Fiscal Month: 01-12 (e.g., July = 01; Sept. = 03; Dec. = 06; April = 10)

ACCT DIST TOTAL: Accounting distribution total, system generated total amount of ledger record.

TRANSACTION ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

ACPT DATE: Date transaction was processed in the system.

VENDOR: Vendor code and name, if applicable.

DESC/COMMENTS: Transaction description, if applicable.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

2. LDG2 (Detail Real-Time Ledger)

LDG2 contains accounting (expenditure, revenue and balance sheet) transaction detail.

The following is a screen image of LDG2:

```
ACTION: R  SCREEN: LDG2 USERID:                          11/01/06   03:58:52 PM
  KEY IS BFY, FUND, AGCY, ORG, APU, OBJ/REV, BS ACCT, ACCT TYPE, PERIOD,
        TRANS ID, ACCEPT DATE
DETAIL                                    BS   ACCT
REALTIME  BFY FUND AGCY ORGN APU OBJ/REV ACCT  TYPE PERIOD     ACCT DIST TOTAL
GENLED    07  100  062  4510 027  3110         22   07204            1,035.00
--------------------------------------------------------------------------------
                  ACPT
 TRANSACTION ID   DATE    REF TRANS ID    ACTV   IG REF   BANK DESC/PAYEE RF
---------------- ------ ----------------  ----  --------- ---- --------------
PV06245104954674 061026 P006245106459923  N210                 INV.0018511
PV06245104954678 061026 P006245106459943  N210                 INV.0018669
PV06245104954683 061026 P006245106459963  N210                 INV.0018829
PV06245104954686 061026 P006245106459915  N210                 INV.0018890
PV06245104954700 061026 P006245106459960  N210                 INV.0018520
```

KEY FIELDS:

- BFY
- FUND
- AGCY
- ORG
- APU
- OBJ/REV
- BS ACCT
- ACCT TYPE
- PERIOD
- TRANS ID
- ACCEPT DATE

BFY: Applicable budget fiscal year.

FUND/AGCY/ORGN/APU: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

BS ACCT: Balance sheet account for each transaction identifying the asset, liability, reserve or fund balance. Refer to the Balance Sheet Account Table (BACC) for descriptions. If entered, the ledger will display the balance sheet side of the entry, which is automatically generated by NJCFS when a user processes a document.

ACCT TYPE: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

PERIOD: Five characters consisting of two-character fiscal year, one-character quarter and two-character month.

Quarter: 1-4 (July to September; October to December; January to March; April to June)
Fiscal Month: 01-12 (e.g., July = 01; Sept. = 03; Dec. = 06; April = 10)

ACCT DIST TOTAL: Accounting distribution total, system generated total amount of ledger record.

TRANSACTION ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

ACPT DATE: Date transaction was processed in the system.

REF TRANS ID: Referenced transaction ID, if applicable. For example, if a PO was referenced on a PV, the PO number would be listed.

ACTV: Four-character code indicating function or activity related to transaction, if applicable.

IG REF: Intra-governmental fund and agency, if applicable.

BANK: Bank account code, if applicable.

DESC/PAYEE RF: Line description, if applicable.

3. FLXG (Flexible On-Line General Ledger)

FLXG contains the same transactions as the Real-Time Ledgers but is updated in an overnight batch. The FLXG allows a user to search for transactions by account number by entering the Budget Fiscal Year (BD FY) through Appropriation Unit (APR) and pressing the Enter key.

The following is a screen image of FLXG:

```
ACTION: R  SCREEN: FLXG USERID:                          11/01/06   04:00:21 PM
KEY IS  FY, FUND, AGCY, APPR-ORG, APPR, OBJ/REV, TRANS CODE, TRANS ORG,
        ACCEPT DATE, TRANS ID, VENDOR NUMBER

BD         APPR     OBJ/  TR TRAN ACPT DT                VEND/PROV        REPT
FY FND AGY ORGN APR REV   CD ORGN YYMMDD    TRANS ID     NUMBER      ACTV CAT
-- --- --- ---- --- ----  -- ---- ------ --------------- ----------- ---- ----
                     JOB                              AC  BATCH               D
   REF TRANS ID     NUMBER        VENDOR NAME        TP   ID   DOLLAR AMOUNT  C
----------------- -------- ----------------------- -- ------ -------------- -
07 100 034 5011 002 2010  PO EB05 060925 034 50116452778 591365258   H120
                            VITALITY FOODSERVICE IN 21 718149         235.00 D
07 100 034 5011 002 2010  PO EB05 060922 034 50116452510 240833983   H120
                            POCONO PRODUCE CO       21 717312         482.00 D
07 100 034 5011 002 2010  PO EB05 060922 034 50116452563 560292920   H120
                            LANCE INC               21 717422          34.29 D
07 100 034 5011 002 2010  PO EB05 060922 034 50116452624 363114370   H120
                            US FOODSERVICE          21 717607         460.12 D
07 100 034 5011 002 2010  PO EB05 060911 034 50116442553 240833983   H120
                            POCONO PRODUCE CO       21 691556       4,686.63 D
```

KEY FIELDS:

- FY
- FUND
- AGCY
- APPR-ORG
- APPR
- OBJ/REV
- TRANS CODE
- TRANS ORG
- ACCEPT DATE
- TRANS ID
- VENDOR NUMBER

BD FY: Applicable budget fiscal year.

FND/AGY/APPR ORGN/APR: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

TR CD: Two-character code representing transaction type.

TRAN ORGN: Four-character code assigned to each organization or division. Not always equal to the appropriation level organization as agencies may make use of expense budget organization codes, or low level reporting organizations when processing requisitions and other expenditure module transactions.

ACPT DT YYMMDD: Date transaction was processed in the system (in YY-Year, MM-Month, DD-Day format).

TRANS ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

VEND/PROV NUMBER: Vendor code, if applicable.

ACTV: Four-character code indicating function or activity related to transaction, if applicable.

REPT CAT: Four-digit code linked to a grant budget to control encumbrances and expenditures made against the grant, if applicable.

REF TRANS ID: Referenced transaction ID, if applicable. For example, if a PO was referenced on a PV, the PO number would be listed.

JOB NUMBER: Job/Project number, if applicable.

VENDOR NAME: Vendor name, if applicable.

AC TP: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

BATCH ID: Batch number, if transaction is part of a batch.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

D C: Indicates whether transaction is a debit or credit.

4. FLG2 (Flexible On-Line General Ledger - Alternate View)

FLG2 contains the same transactions as the Real-Time Ledgers but is updated in an overnight batch. The FLG2 allows a user to search for transactions by transaction number, by entering the transaction code (TR CD) through the transaction number (TRANS NUMBER) and pressing the Enter key. Both the debit and credit (D C) of the transaction will be displayed.

The following is a screen image of FLG2:

```
ACTION: R  SCREEN: FLG2 USERID:                          11/01/06   04:08:51 PM
KEY IS TRANS CODE, TRANS AGENCY, TRANS NUMBER, LINE NUMBER

TR TRAN   TRANS     LN BD                    OBJ/  VEND/PROV   ACPT DT D ACCT
CD AGCY   NUMBER    NO FY FUND AGCY ORGN APR REV    NUMBER     YYMMDD  C TYPE
-- ---- ----------- -- -- ---- ---- ---- --- ---- -----------  ------- - ----
 BS       REPT                                                          BATCH
ACCT ACTV CAT      REF TRANS ID        VENDOR NAME    DOLLAR AMOUNT    ID
---- ---- ----  ------------------   ---------------  --------------  ------
PO 034  50116452778 01 07 100  034  EB05 002 2010 591365258    060925  C  03
3400 H120                            VITALITY FOODSE         -235.00  718149
PO 034  50116452778 01 07 100  034  EB05 002 2010 591365258    060925  D  21
     H120                            VITALITY FOODSE          235.00  718149
PO 034  50116452782 01 07 100  034  EA10 002 2110 222225912    060925  C  03
3400 H120                            ACCSES NJ INC C         -165.33  718160
PO 034  50116452782 01 07 100  034  EA10 002 2110 222225912    060925  D  21
     H120                            ACCSES NJ INC C          165.33  718160
PO 034  50116452872 01 07 100  034  EB01 004 4010 221829050    060925  C  03
3400 H120                            ZIP SYSTEMS INC       -1,860.00  718518
PO 034  50116452872 01 07 100  034  EB01 004 4010 221829050    060925  D  21
     H120                            ZIP SYSTEMS INC        1,860.00  718518
```

KEY FIELDS:

- TRANS CODE
- TRANS AGENCY
- TRANS NUMBER
- LINE NUMBER

TR CD: Two-character code representing transaction type.

TRAN AGCY: Three-character code of agency for which transaction applies.

TRANS NUMBER: Eleven-character document number.

LN NO: Line number for transaction record.

BD FY: Applicable budget fiscal year.

FUND/AGCY/ORGN/APR: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

VEND/PROV NUMBER: Vendor code, if applicable.

ACPT DATE: Date transaction was processed in the system.

D C: Indicates whether transaction is a debit or credit.

ACCT TYPE: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

BS ACCT: Balance sheet account for each transaction identifying the asset, liability, reserve or fund balance. Refer to the Balance Sheet Account Table (BACC) for descriptions.

ACTV: Four-character code indicating function or activity related to transaction, if applicable.

REPT CAT: Four-digit code linked to a grant budget to control encumbrances and expenditures made against the grant, if applicable.

REF TRANS ID: Referenced transaction ID, if applicable. For example, if a PO was referenced on a PV, the PO number would be listed.

VENDOR NAME: Vendor name, if applicable.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

BATCH ID: Batch number, if transaction is part of a batch.

5. OLGL (On-Line General Ledger)

OLGL contains the same transactions as the Real-Time Ledgers but it is updated in an overnight batch.

The following is a screen image of OLGL:

```
ACTION: R  SCREEN: OLGL USERID:                          11/01/06   04:11:50 PM
  KEY IS ACCTG FY, FUND, AGCY, ORG, APU, OBJ/REV, BS ACCT, BFY, AC, SUB ORG,
 SUB OBJ/REV, REPT CAT, TRANS DATE, FISC MO, TRANS ID, COMMENTS

 DETAIL   FY FUND AGCY ORG-SUB  APU  OB/RV-SB  BS-ACCT  BFY  REPT-CAT    AC
 GEN-LED  07 100  066  1200     005   4010              05               21
-------------------------------------------------------------------------------
 TRN DT ACC DT FM     TRANS ID           VENDOR    DESC/COMMENTS  DOLLAR AMOUNT
-------------------------------------------------------------------------------
 060901 060901 03  PO 066 12005881284  061491804    BUILDING MAT         -91.35
 060901 060901 03  PO 066 12005881776  221769196    HARDWARE             -86.98
 060901 060901 03  PO 066 12005914558  231630082    EXTERIOR DOO      -1,595.00
 060901 060901 03  PO 066 12005932485  222692382    ROOF REPAIRS      -1,685.27
 060901 060901 03  PO 066 12005952204  223615307    HVAC REPAIRS      -8,275.00
 060901 060901 03  PO 066 12005988180  222248193    LOCKER REPAI      -1,890.00
```

KEY FIELDS:

- ACCTG FY
- FUND
- AGCY
- ORG
- APU
- OBJ/REV
- BS ACCT
- BFY
- AC
- SUB ORG
- SUB OBJ/REV
- REPT CAT
- TRANS DATE
- FISC MO
- TRANS ID
- COMMENTS

FY: Applicable accounting fiscal year.

FUND/AGCY/ORG-SUB/APU: Accounting distribution for applicable appropriation account.

OB/RV-SB: Object or revenue source/sub-revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

BS-ACCT: Balance sheet account for each transaction identifying the asset, liability, reserve or fund balance. Refer to the Balance Sheet Account Table (BACC) for descriptions.

BFY: Applicable budget fiscal year.

REPT CAT: Four-digit code linked to a grant budget to control encumbrances and expenditures made against the grant, if applicable.

AC: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

TRN DT: Date transaction was entered into system.

ACC DT: Date transaction was processed in the system.

FM: Fiscal month of transaction.

TRANS ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

VENDOR: Vendor code, if applicable.

DESC/COMMENTS: Line description, if applicable.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

6. OLG2 (On-Line General Ledger - Alternate View)

OLG2 contains the same transactions as the Real-Time Ledgers but it is updated in an overnight batch.

The following is a screen image of OLG2:

```
ACTION: R  SCREEN: OLG2 USERID:                          11/01/06   04:13:20 PM
  KEY IS ACCTG FY, FUND, AGCY, ORG, APU, OBJ/REV, BS ACCT, BFY, AC, SUB ORG,
 SUB OBJ/REV, REPT CAT, TRANS DATE, FISC MO, TRANS ID, COMMENTS

 DETAIL   FY FUND AGCY ORG-SUB  APU  OB/RV-SB  BS-ACCT  BFY   REPT-CAT    AC
 GEN-LED  07 100  066  1200     005   4010              06               21
-------------------------------------------------------------------------------
TRN DATE  TRANS ID      ACTV   JOB#   REF TRANS ID    IG REF BANK DESC/PAYEE RF
-------------------------------------------------------------------------------
061023 PV06612004948652 YSPS          P006612006402502
061023 PV06612004949227 YSPS          P006612006376554 10 026
061018 PV06612004943316 YSPS          P006612006382114
061011 PV06612004934994 YSPS          P006612006390420
061002 PV06612004925926 YSPS          P006612006369771
060925 PV06612004916141 YSPS          P006612006392810
060920 PV06612004912627 YPAT          P006612006395476
060915 PV06612004896911 YSPS          P006612006384020
060913 PV06612004904213 YSPS          P006612006376948
060913 PV06612004904902 YSPS          P006612006369744
060913 PV06612004904940 YSPS          P006612006376970
060913 PV06612004905035 YSPS          P006612006274651
```

KEY FIELDS:

- ACCTG FY
- FUND
- AGCY
- ORG
- APU
- OBJ/REV
- BS ACCT
- BFY
- AC
- SUB ORG
- SUB OBJ/REV
- REPT CAT
- TRANS DATE
- FISC MO
- TRANS ID
- COMMENTS

FY: Applicable accounting fiscal year.

FUND/AGCY/ORG-SUB/APU: Accounting distribution for applicable appropriation account.

OB/RV-SB: Object or revenue source/sub-revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

BS-ACCT: Balance sheet account for each transaction identifying the asset, liability, reserve or fund balance. Refer to the Balance Sheet Account Table (BACC) for descriptions.

BFY: Applicable budget fiscal year.

REPT CAT: Four-digit code linked to a grant budget to control encumbrances and expenditures made against the grant, if applicable.

AC: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

TRN DATE: Date transaction was entered into system.

TRANS ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

ACTV: Four-character code indicating function or activity related to transaction, if applicable.

JOB #: Job/Project number, if applicable.

REF TRANS ID: Referenced transaction ID, if applicable. For example, if a PO was referenced on a PV, the PO number would be listed.

IG REF: Intra-governmental fund and agency, if applicable.

DESC/PAYEE RF: Document description or payee reference, if applicable.

7. FLXB (Flexible On-Line Budget Ledger)
FLXB contains budget transactions and is updated in an overnight batch.

The following is a screen image of FLXB:

```
ACTION: R  SCREEN: FLXB USERID:                          11/01/06   04:14:40 PM
KEY IS  BFY, FUND, AGCY, APPR-ORG, APPR, OBJ/REV, TRANS CODE, TRANS ORG,
        ACCEPTANCE DATE, ACCT PD, TRANS ID

  BD             APPR  APPR  OBJ/  TRN  TRAN  ACPT DT  AC PD
  FY  FUND  AGY  ORGN  UNIT  REV   CD   ORGN  YYMMDD   YYQMM    TRANS ID
  --  ----  ---  ----  ----  ----  ---  ----  -------  ----- ---------------
            APPR    B/A    BATCH                             ACCT
            TYPE    OPT    NUMBER    DOLLAR AMOUNT     D/C    TYPE
            ----    ---    ------    -------------     ---    ----
  07  100   022  8010  013         AP   8010  060801   07101 022 8010SG29626
                                              0.00     C      46
  07  100   022  8010  013         AP   8010  060801   07101 022 8010SG29626
                                     -1,943,788.09     C      47
  07  100   022  8010  013         AP   8010  060505   07101 082 2040BCG1037
                                     -8,108,000.00     C      46
  07  100   022  8010  013         AP   8010  060421   07101 082 2040IB00290
             04      X     IB1082     -5,751,000.00     C      42
  07  100   022  8010  013         AP   8010  060421   07101 082 2040IB00290
             04      X     IB1082              0.00     C      46
```

KEY FIELDS:

- BFY
- FUND
- AGCY
- APPR-ORG
- APPR
- OBJ/REV
- TRANS CODE
- TRANS ORG
- ACCEPTANCE DATE
- ACCT PD
- TRANS ID

BD FY: Applicable budget fiscal year.

FUND/AGCY/APPR ORGN/APPR UNIT: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

TRN CD: Two-character code representing transaction type.

TRAN ORGN: Four-character code of organization for which transaction applies.

ACPT DT YYMMDD: Date transaction was processed in the system (in YY-Year, MM-Month, DD-Day format).

AC PD YYQMM: Accounting period transaction was processed in the system (in YY-Fiscal Year, Q-Fiscal Quarter, MM-Fiscal Month format).

TRANS ID: Sixteen characters consisting of two-character transaction code, three-character agency code, and eleven-character document number.

APPR TYPE: Appropriation type of transaction.

B/A OPT: Budget authority option of transaction.

BATCH NUMBER: Batch number, if transaction is part of a batch.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

D/C: Indicates whether transaction is a debit or credit.

ACCT TYPE: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

8. FLB2 (Flexible On-Line Budget Ledger - Alternate View)
FLB2 contains budget transactions and is updated in an overnight batch.

The following is a screen image of FLB2:

```
ACTION: R  SCREEN: FLB2 USERID:                          11/01/06   04:15:43 PM
KEY IS TRANS CODE, TRANS AGENCY, TRANS NUMBER

 TR  TR     TRANS      BD                          OBJ/  AC  D  ACPT DT  ACCT PD
 CD  AGY    NUMBER     FY  FUND  AGY  ORGN  APR  REV   TP  C  YYMMDD    YYQMM
 --  ---  -----------  --  ----  ---  ----  ---  ----  --  -  -------  -------
      APPR    B/A   APPR             IPB   BANK                     BATCH
      TYPE    OPT   SRC    PROGRAM   OBJ   ACCT   DOLLAR AMOUNT      ID
      ----    ---   ----   -------   ---   ----   --------------   ------
 AP  022  ASG01310021  06  100   022  8020  101        47  C  060207    06308
                                                     -45,000.00
 AP  022  ASG01310027  06  564   022  8049  002        47  C  060208    06308
                                                     -37,874.93
 AP  022  ASG01310028  06  734   022  8049  001        47  C  060208    06308
                                                        -650.00
 AP  022  ASG01310053  06  100   022  8020  101        47  C  060207    06308
                                                     -95,000.00
 AP  022  ASG01310054  06  100   022  8020  138        47  C  060207    06308
                                                     -16,000.00
 AP  022  ASG02280032  06  564   022  8049  002        47  C  060306    06309
                                                     -29,232.36
```

KEY FIELDS:

- TRANS CODE
- TRANS AGENCY
- TRANS NUMBER

TRN CD: Two-character code representing transaction type.

TRAN AGCY: Three-character code of agency for which transaction applies.

TRANS NUMBER: Eleven-character document number.

BD FY: Applicable budget fiscal year.

FUND/AGCY/ORGN/APR: Accounting distribution for applicable appropriation account.

OBJ/REV: Object or revenue source associated with transaction. Object code is entered if searching for an expenditure transaction, revenue source when searching for a revenue transaction.

AC TP: Account type for each transaction identifying the type of asset, liability, fund balance or temporary account (expense, revenue). Refer to the Account Type Table (ACCT) for descriptions.

D C: Indicates whether transaction is a debit or credit.

ACPT DT YYMMDD: Date transaction was processed in the system (in YY-Year, MM-Month, DD-Day format).

AC PD YYQMM: Accounting period transaction was processed in the system (in YY-Fiscal Year, Q-Fiscal Quarter, MM-Fiscal Month format).

APPR TYPE: Appropriation type of transaction.

APPR SRC: Appropriation source code of transaction.

PROGRAM: Program code of transaction.

IPB OBJ: Integrated Planning and Budget (IPB) object code of transaction.

BANK ACCOUNT: Bank account code, if applicable.

DOLLAR AMOUNT: Amount of transaction applied to accounting distribution.

BATCH ID: Batch number, if transaction is part of a batch.

G. Master Table Index

SCREEN NAME	TABLE DESCRIPTION	MODULE
AACT	Agency Account Table	EXP
ABAL	Bank Account Balance Table	REV
ACAT	Activity Category Table	OVR
ACCT	Account Type Table	EXP
ACHT	Automated Clearing House Table	EXP
ACLS	Activity Class Table	OVR
ACTV	Activity Table	OVR
ADIS	Automated Disbursements Parameter Table	EXP
AGCY	Agency Table	OVR
AGFA	Agency Federal Aid Inquiry	GRT
AGPR	Agency Project Inquiry	PRJ
AGRP	Activity Group Table	OVR
ALLT	Allotment Inquiry	BUD
APPR	Appropriation Inquiry	BUD
APRD	Accounting Period Table	OVR
APRV	Approval	OVR
APSR	Appropriation Source	BUD
APUS	Appropriation Use	BUD
ASUM	Appropriation Summary Table	BUD
ATYP	Activity Type Table	OVR
BACC	Balance Sheet Account Table	OVR
BANK	Bank Account Table	REV
BBAL	Balance Sheet Account Balance Table	OVR
BCAT	Balance Sheet Category Table	OVR
BCLS	Balance Sheet Class Table	OVR
BGRP	Balance Sheet Group Table	OVR
CCAT	Check Category Table	EXP
CFDA	Catalog Of Federal Domestic Assistance Table	GRT
CHRG	Charge Class Table	PRJ
CLDT	Calendar Date Table	OVR
CRDS	Cash Receipts Daily Summary Table	REV
CVEP	Vendor Table	EXP
CVMP	Vendor Table	EXP
DHIS	Document History Detail Screen	OVR
DISC	Discount Type Table	EXP
DXRF	Document Cross Reference Table	BUD
ESUM	Expense Budget Summary Inquiry	EXP
ETAB	Error Message	OVR
EXPB	Expense Budget Inquiry	BUD
FAGY	Fund/Agency Table	OVR
FAIT	Federal Aid Inference Table	GRT
FAST	FAID Status Table	GRT
FBAL	Fund Balance Table	BUD
FBLT	Federal Aid Budget Line Inquiry	GRT
FCAT	Fund Cat Table	BUD
FCLS	Fund Class Table	BUD
FDGP	Fund Group Table	BUD
FEAG	Federal Agency Table	GRT

FLB2	Flexible On-Line Budget Ledger (Alternate View)	BUD
FLG2	Flexible On-Line General Ledger (Alternate View)	OVR
FLXB	Flexible On-Line Budget Ledger	BUD
FLXG	Flexible On-Line General Ledger	OVR
FSYR	Fiscal Year Table	OVR
FTYP	Fund Type Table	BUD
FUND	Fund Table	BUD
GARN	Vendor Garnishment Table	EXP
GRPT	General Reporting Category Table	GRT
GVFA	Government-Wide Federal Aid Inquiry	GRT
GVPR	Government-Wide Project Inquiry	PRJ
IDOC	Document History Inquiry Table	OVR
INHD	Invoice Hold Table	EXP
INTX	Invoice Text Table	EXP
IXAP	Inbound Cross-Walk Appropriation Translation Table	BUD
IXLO	Inbound Cross-Walk Lower Level Organization Translation Table	BUD
IXOB	Inbound Cross-Walk Object Translation Table	BUD
LDG2	Detail Real-Time Ledger	OVR
LDGR	Real-Time Ledger	OVR
OBJT	Object Table	EXP
OCAT	Object Category Table	EXP
OCLS	Object Class Table	EXP
ODCK	On Demand Check Print Screen	EXP
OGRP	Object Group Table	EXP
OINH	Open Invoice Header Table	EXP
OINL	Open Invoice Line Table	EXP
OINP	Open Invoice Provider Inquiry	EXP
OLG2	On-Line General Ledger - Alternate View	OVR
OLGL	On-Line General Ledger	OVR
OPOD	Open Purchase Orders By Document Number Table	EXP
OPOH	Open Purchase Order Header Table	EXP
OPOL	Open Purchase Order Line Table	EXP
OPVD	Open Payment Vouchers By Document Number Table	EXP
OPVH	Open Payment Voucher Header Table	EXP
OPVL	Open Payment Voucher Line Table	EXP
OPVV	Open Payment Voucher By Vendor Name Table	EXP
ORGN	Organization Table	OVR
ORQH	Open Requisition Header Table	EXP
ORQL	Open Requisition Line Table	EXP
OTYP	Object Type Table	EXP
OVIH	Open Vendor Invoice Header Table	EXP
PAYD	Payment Detail Table	EXP
PFYT	Project Fiscal Year Inquiry	PRJ
PNAM	Provider Name Table	EXP
POAC	Purchase Order By Account Distribution Inquiry	EXP
POTX	Purchasing Text Table	EXP
PPIA	Prompt Payment Interest Account Table	EXP
PPIN	Prompt Payment Interest Table	EXP
PPRE	Prompt Payment Reason Table	EXP
PRBL	Project Budget Line Inquiry	PRJ
PRNT	On-Demand Print Table	
PROG	Program Table	BUD

PROV	Provider Table	EXP
PRPH	Project Phase Table	PRJ
PRST	Project Status Table	PRJ
PTYP	Project Type Table	PRJ
PVTX	Payment Voucher Text Table	EXP
RCAT	Revenue Category Table	GRT
RCLS	Revenue Class Table	REV
REIN	Recurring Invoice Table	EXP
REJV	Recurring Journal Voucher Table	
REVB	Revenue Budget Table	REV
RGRP	Revenue Group Table	REV
RPA1	Recurring A1 Payment Voucher Table	EXP
RPTG	Reporting Category Table	GRT
RSRC	Revenue Source Table	REV
RSUM	Revenue Budget Summary Inquiry	REV
RTYP	Revenue Type Table	REV
SCHD	Voucher Schedule Table	EXP
SOBJ	Sub-Object Table	EXP
SOPT	System Control Options	OVR
SORG	Sub-Organization Table	OVR
SPEC	System Special Accounts Table	
SREV	Sub-Revenue Source Table	REV
SUS2	Document Suspense (Part 2)	OVR
SUSF	Document Suspense	OVR
SWPC	Statewide Category Table	BUD
SWPG	Statewide Program Table	BUD
TATX	TA Text Table	BUD
TRDT	Transaction Date Table	OVR
VCDS	Vendor Codes Table	EXP
VCNT	Vendor Codes Name Table	EXP
VDOC	Vendor Document History Table	EXP
VEND	Vendor Table	EXP
VFED	Vendor - Federal ID Table	EXP
VHIS	Vendor History Inquiry Screen	EXP
VINC	Vendor Income Table	EXP
VNA2	Vendor Sort Name	EXP
VNAM	Vendor Name Table	EXP
VNAS	Vendor Sort Name	EXP
VXRF	Vendor Document Cross Reference Table	EXP
VZIP	Vendor Zip Code	EXP
WREC	Warrant Recon Table	EXP
WSUM	Warrant Summary Table	EXP