

# UNIVERSITY OF HAWAII



## **FINANCIAL MANAGEMENT INFORMATION SYSTEMS (FMIS) ON-LINE QUICK REFERENCE GUIDE**

April 2002

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## **FMIS GENERAL INFORMATION**

### **REQUEST FMIS ACCESS**

Complete the FMIS-40, FMIS Security Form and FMIS 40a, FMIS Security Non-Disclosure Form and submit to the FMIS Security Administrator, Keller Hall 106.

Forms may be obtained on the FMIS Web page:

<http://www.fmo.hawaii.edu/fmis/formfair.html>

### **LOG ON**

Enter RACF Id, press <TAB>, enter Password, press <ENTER>.

**Note:** Three (3) strikes and you're OUT - your RACF access will be revoked and your ID disabled. Call ITS at 956-8880 to have your password reset.

### **EXIT FMIS/LOG OFF**

**FIN** Type FIN and press <Enter> to exit from FMIS.

**F12** Press <PF12> (Log off) to Log off of the University of Hawaii Administrative Information Systems.

## **NAVIGATION ON A SCREEN**

<b>“?”</b>	Typing a “?” in a field and press <ENTER> provides valid value selections for that specific field.
<b>Arrow Keys</b>	Use the arrow keys to position the cursor - up, down, side to side.
<b>Backspace</b>	Delete/Erase data to the left of the cursor.
<b>End</b>	<CNTRL-END> will delete/erase field from current position to the end of the field.
<b>Copy/Paste</b>	Double click with the mouse or SHIFT/ARROW to select data. Copy <CNTRL-C>, place cursor on field to be filled, then Paste <CNTRL-V> or Click and Drag with the mouse.
<b>Date</b>	Type “c” for current date and FMIS will fill the field with the current date/today’s date. It is not necessary to enter slashes as FMIS automatically enters them.
<b>Delete</b>	Delete/Erase data at the position of the cursor.
<b>Enter</b>	Use the <Enter> key to process an instruction or transaction.
<b>Error message</b>	Error messages display in the upper left hand portion of the screen. Place cursor on error message and press <F1> to view the full message.
<b>Home</b>	Use the <Home> key to return to the first active field.
<b>Insert</b>	Move to space immediately after the data entered and press <CONTROL-END>. Press <INSERT> key, position cursor, type additional data, and press <INSERT> key to turn off function.
<b>Mouse</b>	Use the mouse to position the cursor on specific fields.
<b>Screen</b>	Type the number of the desired screen without the leading zeroes in the Screen field. Example: For Screen 002, type “2”.
<b>Shift Tab</b>	Use <Shift-Tab> to go back to previous field.
<b>Tab</b>	Use <Tab> key to progress to the next field.

## **FUNCTION KEYS (PF Keys=Function Keys)**

**PF keys appear at the bottom of each screen.**

**F1 Help** Use F1 (PF1) to access on-line Help. Position cursor in field, Press <F1>. Press <Enter> to view valid value selections. Use F1 to access extended error message Help.

**F3 Exit** Use F3 (PF3) to exit.

**F2, F4, F5, F6,  
F7, F8, F9, F10,  
F11, F12** Use F2, F4, F5, F6, F7, F8, F9, F10, F11, F12 (PFnn) as specific screen directs.

## **DEFINITIONS**

**Action Line** Screen: \_\_\_ Account: \_\_\_\_\_  
The line at the top left of each screen. Use the fields in the action line to navigate from screen to screen. Use the other fields in the Action Line for entering the “key” data on which you wish to inquire -  
- e.g. Account.

**Cursor Sensitive** Extended information key (e.g. F10 Extnd) will provide additional information depending on the field or column of data on which the cursor is positioned.

**Drill Down** Use the arrow keys or the mouse to move the cursor down the screen to a specific line of data. Press <F10 Extnd> to view extended information.

**“O” and “0”** First character is the letter “O” and the second is the number zero.

## **IF YOU REMEMBER 1 THING**

**001 Main Menu**     1 is the only number you need to remember to NAVIGATE in FMIS.

Press <F10> User to display the list of screens the user is allowed to inquire (blue) or update (white).

Press <F11> VBS to view Value Based Security (VBS) that indicates the type of access you have (A=Access, I=Inquiry) by Fiscal Officer code.

## **COMMON TECHNICAL PROBLEMS**

**Error message**                      Error message “Unable to Recreate Previous Screen” displayed in upper left hand portion of screen. Click on the PA2 button located on the Host Explorer toolbar or press PAUSE key, type “bye” and press <ENTER>.

**Esc or Pause or [Enter]**                      Depending on your specific technical configuration, press <Esc> or <Pause> or <Enter> when the cursor is outside of a data entry field and the keyboard seems to stop responding.

**X System**                                      System is communicating, submitting and/or retrieving data.

## GENERAL FMIS

### Scrn

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

#### **024 FA Session/Batch Header List (FAS/FA3)**

Use this screen to list batches and on-line sessions processed by Financial Accounting.

#### **030 FA Batch Initialize (FAS/FA2)**

Use this screen, the start/end session screen, to:

- Begin a Session and Add a Transaction Record to the Batch File
- End a Session which will update Batch Totals for the Processed Transactions.

#### **124 AP Session/Batch Header List (APS/AP1)**

Use this screen to list batches and on-line sessions processed by Accounts Payable.

#### **130 AP Batch Initialize (APS/AP2)**

Use this screen, the start/end session screen, to:

- Begin a Session and Add a Transaction Record to the Batch File
- End a Session which will Update Batch Totals for the Processed Transactions.

#### **805 Account Control Description Maintenance (SYS/SY2)**

Use this screen to view "G" (GL) account control (asset, liabilities, fund additions & fund deductions) and "S" (SL) subcode (source and object code) descriptions.

#### **882 Maintain Current Session Campus and/or Fiscal Year (SYS/SY2)**

Use this screen to view or change the Active Campus, Active Fiscal Year, Active Accounting Month and Active AP Month in effect for this session.

## CHART OF ACCOUNTS

### Scrn

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **002 GL 6 Digit (FAS/FA1)**

Use this screen to make inquiries related to general ledger (GL) attributes. User is allowed to update the fields in RED.

##### **006 SL 6 Digit (FAS/FA1)**

Use this screen to make inquiries related to general ledger (GL) attributes. User is allowed to update the fields in RED.

##### **029 Financial Accounting Information Query (FAS/FA4)**

Use this screen to display information about GL and SL accounts.

##### **758 Account Numbers by New Account (FAS)**

Use this screen to view account number crosswalk sorted by 6-digit FMIS account number. Screen displays old (14-digit) FIS account, 6-digit FMIS account, new payroll account and account description.

##### **759 Account Numbers by Old Account (FAS)**

Use this screen to view account number crosswalk sorted by old (14-digit) FIS account number. Screen displays old (14-digit) FIS account, 6-digit FMIS account, new payroll account and account description.

##### **801 GL Chart of Accounts Maintenance (SYS/SY1)**

Use this screen to view the general ledger (GL) chart of accounts.

##### **802 SL Chart of Accounts Maintenance (SYS/SY2)**

Use this screen to view the subsidiary ledger (SL) chart of accounts.

## **ACCOUNT BALANCE**

Scrn

**Num** **Screen Name (category screen falls under - type in letters at Screen field)**

**018** **GL Account Summary (FAS/FA3)**

Use this screen to display up-to-date balance sheet information (cash, accounts receivable, etc.) for a specified 6-digit GL account. Use <PF5> MNTH to view previous month and <PF6> MNTH to return to current month.

**019** **SL Account Summary (FAS/FA4)**

Use this screen to display up-to-date budget, revenue, expense and encumbrance information for a specified 6-digit SL account. Use <PF5> MNTH to view previous month and <PF6> MNTH to return to current month.

**020** **SL Account Summary by GL Map Code (FAS/FA4)**

Use this screen to list all SL accounts mapped to a GL account. This screen displays various GL attributes and the SL account number, account title, fiscal officer, revenues, expenses and encumbrances.

**027** **Transaction Inquiry (FAS/FA4)**

Use this screen to find and list selected transactions processed by Financial Accounting.

**029** **Financial Accounting Information Query (FAS/FA4)**

Use this screen to display information about GL and SL accounts. To view balances, place cursor on desired account and press <F10>.

**032** **SL Monthly 10 Digit List (FAS/FA4)**

Use this screen to list monthly activity (original budget, revised budget, actual expenditures, encumbrances, budget balance available) for a specified 10-digit SL account. Individual activity for each month is displayed.

**033** **SL Annual 10 Digit Activity By Month (FAS/FA4)**

Use this screen to list monthly activity (original budget, revised budget, actual expenditures, encumbrances, budget balance available) for a specified 10-digit SL account. Cumulative activity at the end of each month is displayed.

**039** **Program Status Query (FAS/FA4)**

Use this screen to display allocations, expenditures/encumbrances, and balances with specific School/Report Control/Sub-Dept codes.

**39A** **Program Status - Defined Appropriation Listing (FAS/FA4)**

Use this screen to display allocations, expenditures/encumbrances, and balances for accounts with specific School/Report Control/Sub-Dept codes in a defined appropriation sequence.

**040** **GL 10 Digit Snapshot (FAS/FA3)**

Use this screen to view information associated with a 10-digit GL account. The screen will show the flags for the account, the account control description, date of last activity, and all the dollar data associated with this account.

## ACCOUNT BALANCE

### Scrn

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **041 SL 10 Digit Snapshot (FAS/FA4)**

Use this screen to view information associated with a 10-digit SL account. The screen will show the flags for the account, the object code description, map code, date of last activity, and all the dollar data associated with this account.

##### **048 GL Daily Cash Balance (FAS/FA3)**

Use this screen to display daily cash balance information for a 6-digit control account. This daily cash balance is used for the pooled interest distribution.

## **ACCOUNTS PAYABLE (APS)**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **102 Vendor Name Search (APS/AP1)**

Use this screen to perform a search for vendors with multiple remittance addresses.

##### **113 Vendor Analysis (APS/AP1)**

Use this screen to display information on all vouchers processed for a particular vendor. (Voucher number sort)

##### **118 Invoice File List (APS/AP1)**

Use this screen to display information for each invoice related to a vendor.

## **ACCOUNTS RECEIVABLE SYSTEM (ARS)**

### **Scrn**

#### **Num Screen Name**

#### **351 Customer Name Search**

Use this screen to display an alphabetical listing of all customers containing the entered data by entering a complete or partial customer name, customer prefix, type or FO code.

#### **352 Customer Maintenance**

Use this screen to create or update a "C" customer code or "Z" UH department code.

#### **361 Customer Invoice Maintenance**

Use this screen to create, revise, delete, and replace the "S" customer invoice or "SA" salary overpayment invoice.

#### **362 DM Invoice Maintenance**

Use this screen to create, revise, delete and replace the DM invoice.

#### **364 Document Activities**

Use this screen to print draft or finalized document and post to FA.

#### **366 Input/Update Accounts for Tax Offset**

Use this screen to input/update records for possible State tax setoff submission.

#### **373 Document Inquiry**

Use this screen to view all invoices regardless of status. This screen displays documents pending completion.

#### **374 Receivable Inquiry**

Use this screen to view outstanding balances by documents. This screen displays only finalized/recorded documents.

#### **375 Document History**

Use this screen to view transactions (financial and non-financial) for a document.

#### **376 Tax Setoff Inquiry**

Use this screen to view all records submitted by departments for possible State tax setoff. This screen displays the amount and date submitted to DAGS for records that qualified.

## **BUDGET INFORMATION**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **010 Budgets (02X) (FAS/FA2)**

Use this screen to input budget information at the 6-digit SL account.

##### **022 SL Budget Summary (FAS/FA4)**

Use this screen to list budget information for a specified SL account.

##### **702 Appropriation Account Maintenance (BLS)**

Use this screen to maintain and display the appropriation account information at Level 3 (DAGS appropriation), 4 (UH appropriation), and 5 (School code).

##### **710 Appropriation Data Maintenance (BLS)**

Use this screen to input budget amounts for personal and non-personal categories at Level 3, 4 and 5.

##### **719 Expenditure Encumbrance Information (BLS)**

Use this screen to display expenditure and encumbrance information by the major expenditure categories for Levels 3, 4 and 5 by quarter or fiscal year-to-date.

##### **720 Allotment by Quarter (BLS)**

Use this screen to display allotment information by quarter and total by personal services (A) and others (O).

##### **729 Appropriation Query (BLS)**

Use this screen to inquire on balance information by Levels 3, 4 and 5.

## **CONTRACTS & GRANTS SYSTEM (CGS)**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **603 Award Maintenance (CGS)**

Use this screen to view information related to an award.

##### **605 CGS GL Account Record Maintenance (CGS)**

Use this screen to view additional attributes for GL accounts specifically related to sponsored project awards.

##### **606 CGS SL Account Record Maintenance (CGS)**

Use this screen to view additional attributes for SL accounts specifically related to sponsored project awards.

##### **618 CGS Consolidated Account Status Inquiry (CGS)**

Use this screen to view budget and expense information for multiple CGS SL accounts. Budget category and account totals are displayed for award or roll-up ID consolidations.

##### **619 CGS SL Account Status Inquiry (CGS)**

Use this screen to display up-to-date budget and expense information for a specified sponsored project 6-digit SL account.

## **FIXED ASSETS SYSTEM (FFX)**

### **Scrn**

#### **Num   Screen Name**

#### **502   **Asset Maintenance****

Use this screen to inquire on pending, approved and disposed assets.

#### **523   **Transaction Inquiry by Asset****

Use this screen to display a brief history of the activity recorded for an approved or disposed asset within the active fiscal year.

#### **524   **Session/Batch Header List****

Use this screen to list batches and on-line sessions processed by Fixed Assets.

#### **531   **Asset Snapshot****

Use this screen to view system maintained data and other asset information not displayed on Screen 502.

#### **560   **FFX SL Account Inquiry****

Use this screen to view asset records associated with a 10-digit subsidiary ledger account.

#### **561   **Decal Inquiry****

Use this screen to view asset number(s) associated with a University of Hawai'i decal number regardless of FMIS campus.

#### **591   **Class Table Display****

Use this screen to view the valid values for the asset class.

#### **592   **Capitalization Rules Display****

Use this screen to view the selection criteria for the Purchasing and Accounts Payable Extract process.

#### **593   **Acq/Disp Method Controls Display****

Use this screen to view the valid values for the Acquisition Method and Disposal Method on the asset record.

#### **594   **Inflation Codes Display****

Use this screen to view the valid values for the Inflation Code on the asset record.

#### **595   **Depreciation Rules Display****

Use this screen to view the valid values for the Depreciation method on the asset record.

## **OPEN COMMITMENTS (FAS/FA4)**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **021 Open Commitments by Account (FAS/FA4)**

Use this screen to list all open commitments for a particular 6-digit SL account.

##### **026 Open Commitments by Reference (FAS/FA4)**

Use this screen to view all open commitments for a particular 7-digit PO/document number. Type "?" to display a listing of all encumbrance documents.

##### **042 OC Record Snapshot (FAS/FA4)**

Use this screen to view the status of an open commitment. The screen will show all the descriptive and dollar data associated with this open commitment.

## **PAYROLL INQUIRY (PRL)**

### **Scrn**

#### **Num Screen Name**

##### **751 Inquiry by SSN/Name**

Use this screen to display payroll transactions (including non-imposed fringe) by individual for a specified range of payroll paid dates. Change "Select" option to "2" to display the non-imposed fringe information.

##### **752 Inquiry by FMIS Account**

Use this screen to display payroll transactions by account for a specified range of CPU dates (date transaction was processed into FA).

##### **754 Payroll Inquiry by Paid Date**

Use this screen to display payroll transactions (including non-imposed fringe) for one paid date with additional selections for payroll number and object code. Change "Select" option to "2" to display the non-imposed fringe information.

##### **755 Totals by Month/Quarter/YTD**

Use this screen to display payroll transactions by account for one employee or all employees.

## **DEPARTMENTAL CHECKING SYSTEM (DCS) (DCS users only)**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

- 114 Outstanding Check List (APS/AP1)**  
Use this screen to display checks written on the department's bank.
- 460 Vendor Inquiry**  
Use this screen to inquire on vendors, V-vendors and P-vendors.
- 462 Departmental Vendor Add/Modify**  
Use this screen to create and modify P-vendors only.
- 463 Dept. Vendor Flag Maintenance**  
Use this screen to freeze, delete or drop a P-vendor.
- 474 Departmental Voucher**  
Use this screen to create a voucher for a DCS check.
- 475 Dept. Voucher Modify**  
Use this screen to modify data on an unpaid DCS voucher.
- 476 Departmental Voucher Delete**  
Use this screen to delete an unpaid DCS voucher.
- 478 Departmental Credit Memo**  
Use this screen to create a DCS credit memo for a particular vendor.
- 480 Departmental Check Void**  
Use this screen to void a DCS check that has not been reconciled or voided.
- 484 Dept. Prepaid Voucher**  
Use this screen to create a voucher for a check that was hand-drawn.
- 488 Dept. Prepaid Credit Memo**  
Use this screen to apply a credit memo for a hand-drawn DCS check for a particular vendor.
- 491 Dept. Check Printing**  
Use this screen to print DCS checks, audit copies, send check transactions to Financial Accounting, check register.

## **PURCHASING SYSTEM (FPR) (on-line users only)**

### **Scrn**

#### **Num   Screen Name**

#### **202   Vendor Name Search**

Use this screen to search for the order information on a listing of vendors.

#### **203   Vendor Maintenance (For Field Use only)**

Use this screen to search for both order and remittance information on a vendor.

#### **204   Vendor Purchasing Maintenance (For OPRPRM Use only)**

Use this screen to create a new order record or to modify an existing order record.

#### **220   Document Maintenance**

Use this screen to create, display and change a requisition or purchase order document.

#### **225   Document Activities**

Use this screen to perform document activities such as trailering, changing a vendor, approving, transferring and printing.

#### **229   Document Inquiry**

Use this screen to display header information on requisitions and purchase orders.

#### **240   Invoice Maintenance**

Use this screen to enter or change an invoice for payment.

#### **248   Invoice History**

Use this screen to display header information on all invoices processed against a single purchase order.

#### **249   Invoice Inquiry**

Use this screen to display information on invoices, status, header and line items.

## **ACCOUNTS PAYABLE ON-LINE TRANSACTION SCREENS (APS)** **(For Disbursing Use only)**

Scrn

**Num   Screen Name**

**103   Vendor Add/Modify**

Use this screen to create/modify a remittance vendor.

**104   Regular Voucher**

Use this screen to create a voucher for an existing vendor.

**105   Voucher Modify**

Use this screen to modify data on an unpaid voucher.

**106   Voucher Delete**

Use this screen to delete an unpaid voucher.

**107   Demand Check**

Use this screen to create a demand check.

**108   Credit Memo**

Use this screen to create a credit memo for a particular vendor.

**109   Prepaid Voucher**

Use this screen to enter a payment made to a vendor on a hand-drawn check.

**110   Void Check**

Use this screen to void a check that has not been reconciled or voided.

**111   Cash Projection**

Use this screen to display the cash required for a specified date range.

**112   Recurring Payment**

Use this screen to create recurring payment transactions.

**116   Prepaid Credit Memo**

Use this screen to create a prepaid credit memo that was applied to a hand-drawn check.

**128   Check Cycle Profiler**

Use this screen to view, by bank, the voucher status in a check cycle.

**129   Accounts Payable Information Query**

Use this screen to display demographic data on vendors.

**132   1099 Vendor Maintenance**

Use this screen to report vendors eligible for 1099-MISC tax reporting.

## **ACCOUNTS PAYABLE ON-LINE TRANSACTION SCREENS (APS)** **(For Disbursing Use only)**

Scrn

**Num** **Screen Name**

- |            |   |
|------------|---|
| <b>133</b> | <b>1099 Voucher Maintenance</b><br>Use this screen for 1099-MISC tax reporting.   |
| <b>134</b> | <b>1099 Vendor Inquiry</b><br>Use this screen to view vendor records for 1099-MISC tax reporting.                                   |
| <b>140</b> | <b>Voucher Record Display</b><br>Use this screen to view information on a specific vendor.  |
| <b>143</b> | <b>Vendor Flag Maintenance</b><br>Use this screen to freeze, delete or drop a vendor.   |
| <b>205</b> | <b>Vendor Payables Maintenance</b><br>Use this screen to create a new remittance record or to modify an existing remittance record. |
| <b>498</b> | <b>Bank Table</b><br>Use this screen to create the DCS bank for a department.   |
| <b>499</b> | <b>DCS Check Type Table</b><br>Use this screen to add/modify a check type and the spending limit.                                   |

**CONTRACTS & GRANTS ON-LINE TRANSACTION SCREENS (CGS)**  
**(For ORS Use only)**

Scrn

**Num** **Screen Name**

**601** **Sponsor Maintenance**

Use this screen to create/modify sponsor information.

**604** **Billing and Reporting Maintenance**

Use this screen to maintain information for billing and tracking sponsor billings and reports.

**610** **CGS Budget Transaction**

Use this screen to input budgets for 6-digit and 10-digit accounts.

**644** **CGS Report Pool Maintenance**

Use this screen to update CGS report pools.

**690** **Indirect Cost Method Table Maintenance**

Use this screen to maintain a table of indirect cost bases.

**691** **Sponsor Delete Selection**

Use this screen to delete sponsor records.

**693** **Award Delete Selection**

Use this screen to delete award records.

**694** **Letter of Credit Table Maintenance**

Use this screen to maintain a table of LOC codes.

**695** **CFDA Number Table Maintenance**

Use this screen to maintain a table of CFDA codes.

**699** **Account Roll-up Value Maintenance**

Use this screen to maintain account roll-up values.

**FINANCIAL ACCOUNTING ON-LINE TRANSACTION SCREENS (FAS)**  
**(For Central Office Use only)**

**Scrn**

**Num** **Screen Name (transaction type code)**

- 003** **GL 10 Digit**  
Use this screen to create/modify/display 10-digit GL accounts .
- 007** **SL 10 Digit**  
Use this screen to create/modify/display 10-digit SL accounts .
- 011** **Encumbrances (05X)**  
Use this screen to input encumbrance transactions.
- 012** **Receipts (03X)**  
Use this screen to input cash receipt transactions.
- 013** **Disbursements (04X)**  
Use this screen to input disbursement transactions.
- 014** **Journal Entries (06X)**  
Use this screen to input journal entry transactions. Note: Cross campus JE allowed.
- 015** **Beginning Balances (098) (GALC/ORS Use only)**  
Use this screen to adjust beginning year balance.
- 016** **Bank Transfers (090)**  
Use this screen to adjust memo bank balance.
- 017** **Suspense Update (GALC/ORS Use only)**  
Use this screen to correct suspense transactions.
- 025** **Compound Journal Entries**  
Use this screen to input compound journal entries. Note: Cross campus JE not allowed.
- 028** **Bank Account Maintenance**  
Use this screen to create/modify a bank account.
- 043** **GL Flag Maintenance (GALC/ORS Use only)**  
Use this screen to freeze, delete or drop a GL account.
- 044** **SL Flag Maintenance (GALC/ORS Use only)**  
Use this screen to freeze, delete or drop a SL account.

## **FINANCIAL ACCOUNTING ON-LINE TRANSACTION SCREENS (FAS)** **(For Central Office Use only)**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **045 OC Flag Maintenance**

Use this screen to delete or freeze open commitments.

##### **047 UH Managed Investment Inquiry**

Use this screen to view UH Managed Investment detailed transactions.

##### **084 Journal Voucher System Controls**

Use this screen to maintain the parameters for the journal voucher.

##### **114 Outstanding Check List (APS/AP1)**

Use this screen to display checks written on the University of Hawaii General Account (UHGA).

##### **353 Customer Flag Maintenance**

Use this screen to modify the customer flags.

##### **365 Invoice Adjustments**

Use this screen for recording ARS Invoice Adjustments including application of tax setoff payments and AG approved write-offs.

##### **390 Accounts Receivable System Controls**

Use this screen to maintain the parameters for the University Accounts Receivable System.

## **FINANCIAL ACCOUNTING ON-LINE TRANSACTION SCREENS**

### **Scrn**

#### **Num Screen Name (category screen falls under - type in letters at Screen field)**

##### **080 Prepare Journal Vouchers (FAS/FA7)**

Use this screen to prepare journal voucher (JV) transactions.

##### **081 JV Document Selection and Approval (FAS/FA7)**

Use this screen to enter a detailed explanation, approve, and print a JV document.

## **FMIS WEB PAGE**

FMIS Home Page: <http://www.fmo.hawaii.edu/fmis/>

Request to access FMIS: <http://www.fmo.hawaii.edu/fmis/fmissfor.html>

Subscribe to FMIS listserv: <http://www.fmo.hawaii.edu/fmis/fmislist.html>

Send an e-mail message to listproc@hawaii.edu

Include in the body of the message 'SUBSCRIBE UHFMSIS-L username'  
where username is your first and last name.

Example: SUBSCRIBE UHFMSIS-L John Doe

FMIS Forms: <http://www.fmo.hawaii.edu/fmis/formfair.html>

FMIS Web-Enabled Programs:

<http://fiscal2.fmo.hawaii.edu/iXpress/login/Prod/Login.DML>

## **FMIS CONTACT INFORMATION**

FMIS Project Team: <http://www.fmo.hawaii.edu/fmis/fmispt2.html>

FMIS Contact Numbers:

<b>Topic Area</b>	<b>Contact Office/Phone Number</b>
FMIS Help Line - information on down time, web page down, general FMIS questions	FMIS 956-5520 FAX: 956-3206
FMIS Security Administrator - revoked ID error, forgot password, problems with screen access	ITS 956-8880
General Ledger, Non-ORS accounts establishment and updates, Accounts Receivable System (ARS), Budget Level Summary (BLS), FMIS Payroll, Invalid Payroll, Endowments, Pooled Interest, Account Control/Subcode, On-Line Journal Voucher	General Accounting & Loan Collection (GALC) 956-8278
General Ledger, ORS accounts establishment and updates, Federal rules and regulations	Office of Research Services (ORS) staff assigned to your department 956-7800
ORS accounts - Invalid Payroll, On-Line Journal Voucher	Office of Research Services Compliance Section Dennis Nakamura 956-5893 or 956-7122
Accounts Payable, Electronic Purchasing - payments	Disbursing and Payroll Office Pre-audit staff assigned to your department 956-7126
Departmental Checking System (DCS)	Disbursing and Payroll Office Sandy Fujino 956-5548 Karen Tanaka 956-7540
Electronic Purchasing - Vendor Maintenance (payment)	Disbursing and Payroll Office 956-6873 or 956-6874 FAX: 956-9145
Electronic Purchasing - order, vendor maintenance (order), Web requisitions	OPRPRM 956-8687 FAX: 956-2093
Fixed Assets System (FFX), Inventory Maintenance - transfer, disposal of equipment, decal, equipment search, Bond System	Property & Fund Management Office 956-8735
Bank Deposits/Dishonored checks	Treasury Office 956-8526
FMIS Printing Problems	ITS 956-8880 or 956-6116

## **NOTES**

## NOTES

