

A. ARS Security Profile

1. U = update
2. OU= can update only he/she created.
3. FO = Only FO specified on the document can modify.
4. I = Inquiry only
5. X = not available

Item	FUNCTION	SCREEN	ACCT FO	INV FO	GALC	TREAS OFF	PAYROLL OFFICE
1.	Create a new customer	352	I	U	U	U	I
	Modify customer code			OU	U	OU	
2.	Create a customer invoice	361	I	U	U	U	X
	Modify a customer invoice			OU	OU	OU	
3.	Create a 'SA' document to record a salary overpayment.	361	I	X	X	X	U
	Modify/update a 'SA' document			FO	FO	FO	U
4.	Create a DM document	362	I	X	X	U	X
	Modify a DM document			FO	FO	FO	

B. What do I (as a fiscal officer) do if I find an error on invoice (document prefix 'S')?

No	CONDITIONS	JE	MODIFY SCREEN 361	PF11-FLAGS				
				FREEZE	DROP	REV	DEL	REP
1.	Don't want anyone in my office to touch this document.			X				
	Is ready to enter information.			X				
2.	Finds an error(s) on data entered and document still IN PROCESS .		X					
3.	Finds an error(s) on account distribution after a document was FINAL/PRINTED .					X		
4.	Finds an error on other than account distribution after a document was FINAL/PRINTED .						X	X
5.	Finds an error on account distribution after a partial payment is received and adjustment is within same 10-digit debit and credit account codes on the invoice.	066						
6.	Finds an error on account distribution after a partial payment is received and adjustment is not same 10-digit debit and credit account codes on the invoice.	060						
7.	Finds an error on account distribution after it was paid in full and the document is still on the ARS File.	060						
8.	Finds an error on account distribution after it was paid in full and not on the ARS File.	060						

Note:

Once a payment is recorded, the system does not allow to revise, delete or replace document.

B. What do I (as a fiscal officer) do if I find an error a salary overpayment document created by Payroll Office?

No	ERROR CONDITIONS	JE	RETURN to PAYROLL	ISSUE NEW DOC	MODIFY	PF11-FLAGS		
						REV	DEL	REP
1.	Finds an error on the FO code before updating the SA document.		X					
2.	Finds an error(s) on other data entered by Payroll before updating the SA document.		X					
3.	Finds an error(s) on data entered by Payroll after updating the SA document but still IN PROCESS .		X					
4.	Finds an error(s) on data entered by him/her and the SA document is IN PROCESS .				By FO			
5.	Finds an error on assignment of customer code and document is IN PROCESS .				By FO			
6.	Finds an error(s) on data (other than amount) entered by Payroll after the SA document was FINAL/PRINTED but before any payment.		X	By P/R			By P/R	
7.	Finds an error on the amount after the SA document was FINAL/PRINTED but before any payment.		X			By P/R		
8.	Finds an error(s) on account distribution after FINAL/PRINTED but before payment.					By FO		

No	ERROR CONDITIONS	JE	RETURN to PAYROLL	ISSUE NEW DOC	MODIFY	PF11-FLAGS		
						REV	DEL	REP
9.	Finds an error on assignment of customer code on the FINAL/PRINTED document but before any payment.					By FO		
10.	Finds an error on account distribution after a partial payment is received and adjustment is within same 10-digit debit and credit account codes on the invoice.	066						
11.	Finds an error on account distribution after a partial payment is received and adjustment is not same 10-digit debit and credit account codes on the invoice.	060						
12.	Finds an error on account distribution after it was paid in full but still on ARS File	060						
13.	Finds an error on account distribution after it paid in full and the document is purged.	060						

Note:

Once a payment is recorded, the system does not allow to revise, delete or replace document.

B. What do I (as a fiscal officer) do if I find an error a DM document created by Treasury Office (document prefix 'D')?

No	ERROR CONDITIONS	JE	RETURN to TREAS	ISSUE NEW DOC	MODIFY	PF11-FLAGS		
						REV	DEL	REP
1.	Finds an error on the FO code before updating the DM document.		X					
2.	Finds an error(s) on other data entered by Treasury before updating the DM document.		X					
3.	Finds an error(s) on data entered by Treasury after updating the DM document but still IN PROCESS .		X					
4.	Finds an error(s) on data entered by him/her and the DM document is IN PROCESS .				By FO			
5.	Finds an error on assignment of customer code and document is IN PROCESS .				By FO			
6.	Finds an error(s) on data (other than amount) entered by Treasury after the DM document was FINAL/PRINTED (e.g. check maker of check, etc.)		X	X			By Treas	New Doc.
7.	Finds an error on the check amount after the DM document was FINAL/PRINTED .		X			By Treas		
8.	Finds an error(s) on account distribution after FINAL/PRINTED .					By FO		

No	ERROR CONDITIONS	JE	RETURN to TREAS	ISSUE NEW DOC	MODIFY	PF11-FLAGS		
						REV	DEL	REP
9.	Finds an error on assignment of customer code on the FINAL/PRINTED document.					By FO		
10.	Finds an error on account distribution after a partial payment is received and adjustment is within same 10-digit debit and credit account codes on the invoice.	066						
11.	Finds an error on account distribution after a partial payment is received and adjustment is not same 10-digit debit and credit account codes on the invoice.	060						
12.	Finds an error on account distribution after it paid in full but the document is on ARS.	060						
13.	Finds an error on account distribution after it paid in full and the document is purged.	060						

Note:

Once a payment is recorded, the system does not allow to revise, delete or replace document.