

## 6. FINANCIAL ACCOUNTING

### 6.1 MAIN MENU

The Financial Accounting Main Menu has two sections. The left section contains features that are account specific. The right section contains features that are for the entire system. All users have access to all the features. To access a feature, click on the bolded description.

| FINANCIAL ACCOUNTING MAIN MENU   |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ <b>Inquire on account status.</b><br/>Inquire on status of an account (attribute and balance information).</li> </ul>   | <ul style="list-style-type: none"> <li>▪ <b>List system tables.</b><br/>List valid values for FMIS system tables.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ <b>Inquire on transaction detail.</b><br/>Display all financial activity (expenditure and encumbrance) for an account for a specified time period. The details are sorted by subcode.</li> </ul>    |  |
| <ul style="list-style-type: none"> <li>▪ <b>Inquire on payroll detail.</b><br/>Display payroll information for an account by employee (ssn) with subtotals by the major salary categories. Subtotals by pay period are available.</li> </ul> |  |

Figure 6.1 – Financial Accounting Main Menu

### 6.2 ROLES

The Financial Accounting and Contracts and Grants applications have only one role, eFMIS General (G). All Purchasing users also have access to Financial Accounting. If a user does not have any Purchasing role(s) but has the eFMIS General role, the Financial Accounting Main Menu will be displayed upon successful login.

### 6.3 ACCOUNT ACCESS

The account access is determined by the user's FMIS account security. The system verifies the user's access to the account in FMIS prior to returning any data on the web page. Users must have access to payroll screen(s) in FMIS in order to view any payroll data in Financial Accounting.

### 6.4 NAVIGATIONAL LINKS

On every page there is a 'Return to Main Option' navigational link at the top right. This link will return to the Financial Accounting Main Menu.

### 6.5 INQUIRE ON ACCOUNT STATUS

The Inquire on Account Status feature is used to display the attribute and balance information for an account. The information is similar to screens 002, 006, 018, and 019 in FMIS. To use this feature, click on the menu option. The system will return a listing of the first 50 SL accounts that the user has access to.

| << RETURN TO MAIN OPTION   |             |                               |                    |       |
|--|-------------|-------------------------------|--------------------|-------|
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |             |                               |                    |       |
| STEP 1 - SELECT ACCOUNT  |             |                               |                    |       |
| MY ACCOUNTS  |             |                               |                    |       |
| 50 account(s) found [Displaying 1 to 10]                             |             |                               |                    |       |
| CAMPUS CODE  | ACCOUNT NO. | TITLE                         | RESPONSIBLE PERSON | F.O.  |
| MA   | 247002      | FACULTY STRIKE PAYROLL (TF8F) | MIYAKE, RUSSELL    | 00068 |
| MA   | 247003      | FACULTY STRIKE PAYROLL (TF8F) | MIYAKE, RUSSELL    | 00068 |
| MA   | 247004      | FACULTY STRIKE PAYROLL (TF8F) | MIYAKE, RUSSELL    | 00068 |
| MA   | 323090      | UBS SELF-INSURANCE RESERVE    | YONEDA, JAMES      | 00068 |
| MA   | 323091      | UBS SELF-INSURANCE RESERVE    | YONEDA, JAMES      | 00068 |
| MA   | 323092      | UBS SELF-INSURANCE RESERVE    | YONEDA, JAMES      | 00068 |
| MA   | 323093      | UBS SELF-INSURANCE RESERVE    | YONEDA, JAMES      | 00068 |
| MA   | 323094      | UBS SELF-INSURANCE RESERVE    | YONEDA, JAMES      | 00068 |
| MA   | 323100      | UHRUF CENTRAL ADMINISTRATION  | YONEDA, JAMES      | 00068 |
| MA   | 323101      | UHRUF CENTRAL ADMINISTRATION  | YONEDA, JAMES      | 00068 |

<< No Previous Matches
Next Matches >>

GOTO PAGE [ 1 2 3 4 5 ]

| SEARCH FOR ACCOUNT CODE                                      | HOW TO DO AN ACCOUNT SEARCH   |
|--|---|
| Account Code: <input type="text"/>                           | <ul style="list-style-type: none"> <li>▪ Specify a fiscal year or processing month only if you want balances for a period other than the current.</li> <li>▪ Search will return 10 matches by default.</li> </ul> |
| Campus: <input type="text" value="UH - System"/>             |   |
| FO Code: <input type="text" value="00068"/>                  |   |
| Fiscal Year: <input type="text"/>                            |   |
| Processing Month: <input type="text" value="Current Month"/> |   |
| Records Per Screen: <input type="text" value="10 records"/>  |   |
| <input type="button" value="Search"/>                        |   |

Figure 6.2 – Inquire on account status

The initial list is sorted by account number. The listing can be re-sorted by clicking on any of the column headers. Clicking on the same column header will toggle the sequence from ascending to descending as indicated by the arrow. The Previous Matches, Next Matches and page number links are used to display different portions of the list.

There are also search fields to filter the list or find other accounts. Entering data in more than one search field will narrow the result set. A limit of 50 records will be returned.

- Account Code – Either starting values or the complete account code may be entered.
- Campus – Select a campus from the selection box.
- FO Code – Enter the five-digit FO code.
- Fiscal Year – Enter the fiscal year. If no fiscal year is specified, the current fiscal year will be used.
- Processing Month – Select the processing month that you want balances as of.
- Records Per Screen – To display more than 10 records per screen, select a different value from the selection box.

Clicking on Search or pressing ENTER will initiate the search.

To select an account, click on any portion of the text. The system will return the Account Status page.

| <a href="#">&lt;&lt; SEARCH FOR OTHER ACCOUNT</a>                    |                             | <a href="#">&lt;&lt; RETURN TO MAIN OPTION</a> |                                |                                  |                            |                               |                          |
|--|-----------------------------|--|--------------------------------|----------------------------------|----------------------------|-------------------------------|--------------------------|
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |                             | STEP 2 - VIEW ACCOUNT STATUS                   |                                |                                  |                            |                               |                          |
| Account: 323114  | UHM COMPTROLLER             |  |                                |                                  |                            |                               |                          |
| CC: MA   | FO: 00068 FUJII, DONALD     | DAGS: S 351                                    | Map Code: 22111                |                                  |                            |                               |                          |
| FY: 2004   | Resp Person: YONEDA, JAMES  | UH: R 821                                      | FY ID: Y                       |                                  |                            |                               |                          |
| Balances as of April, 2004   |                             |  |                                |                                  |                            |                               |                          |
| Sub Code   | Description                 | Budget   | Inception To Date Expenditures | Fiscal Year-To-Date Expenditures | Current Month Expenditures | Encumbrances                  | Budget Balance Available |
| 0521   | INTEREST, TCD               | 0.00   | -2094.91                       | -2094.91                         | -403.12                    | 0.00                          | 2094.91                  |
| 0522   | INTEREST, CHECKING ACCOUNT  | 0.00   | -151.61                        | -151.61                          | -151.61                    | 0.00                          | 151.61                   |
| 0523   | INTEREST, INVESTMENT        | 0.00   | -9751.52                       | -9751.52                         | -1165.66                   | 0.00                          | 9751.52                  |
| 0529   | INTEREST, OTHERS            | 0.00   | -32609.17                      | -32609.17                        | 0.00                       | 0.00                          | 32609.17                 |
| ****   | ENDOW/INTEREST              | 0.00   | -44607.21                      | -44607.21                        | -1720.39                   | 0.00                          | 44607.21                 |
| ****   | TOTAL REVENUES              | 0.00   | -44607.21                      | -44607.21                        | -1720.39                   | 0.00                          | 44607.21                 |
| 1000   | TOTAL EXPENDITURES POOL     | -16868.00                                      | 0.00                           | 0.00                             | 0.00                       | 0.00                          | -16868.00                |
| ****   | BUD POOL BAL                | -16868.00                                      | 0.00                           | 0.00                             | 0.00                       | 0.00                          | -16868.00                |
| 7110   | SVC, NON-ST EMP-AUDIT/ACCTG | 16868.00                                       | 16024.60                       | 16024.60                         | 0.00                       | 843.40                        | 0.00                     |
| ****   | SVC, NON-ST EMP             | 16868.00                                       | 16024.60                       | 16024.60                         | 0.00                       | 843.40                        | 0.00                     |
| ****   | OTHERS (O)                  | 16868.00                                       | 16024.60                       | 16024.60                         | 0.00                       | 843.40                        | 0.00                     |
| ****   | TOTAL EXP/TRANS             | 0.00   | 16024.60                       | 16024.60                         | 0.00                       | 843.40                        | -16868.00                |
| ****   | NET FD BAL CHG              | 0.00   | -28582.61                      | -28582.61                        | -1720.39                   | 843.40                        | 27739.21                 |
| <a href="#">Top of Listing</a>                                       |                             |  |                                |                                  |                            |                               |                          |
| <a href="#">Open Commitments</a>                                     |                             | <a href="#">Current Month Activity</a>         |                                | <a href="#">Detail Payroll</a>   |                            | <a href="#">Download Data</a> |                          |

Figure 6.3 – Account Status page

The Account Status page has general attribute information at the top and balance details in the middle. Buttons for the functions are at the bottom. A navigational link 'Search for other account' is provided at the top left. This link will return to the Inquire on account status page with the initial listing of accounts. There is also a 'Top of Listing' link at the bottom of the balance section. This link will shift the page to the top of the attribute section.

Additional attribute information can be viewed by clicking on the account number. This will display the Account Attribute page.

|  |                             |  |  |
|--|-----------------------------|--|--|
| <a href="#">&lt;&lt; RETURN TO ACCOUNT</a>                           |                             | <a href="#">&lt;&lt; RETURN TO MAIN OPTION</a> |  |
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |                             | VIEW ACCOUNT ATTRIBUTES                        |  |
| Account: 323114  | UHM COMPTROLLER             |  |  |
| Responsible Person: YONEDA, JAMES                                    | Expenditure Function: OFA   |  |  |
| Resp Per Title: FISCAL ACCTG SPEC                                    | Revenue Function: 308       |  |  |
| Fiscal Officer: 00068  | Purpose:                    |  |  |
| Division: BB   | Budget Indicator: Y         |  |  |
| School: 35   | Edit Code: B                |  |  |
| Executive Level: 10  | Edit Type: D                |  |  |
| Department: 00582  | Year-End Process: F         |  |  |
| Sub-Department:  | Old Account: R97821F841B140 |  |  |
| Fund Group: 11   | Field of Science: \$        |  |  |
| Security Code: 068   | Course Alpha: \$            |  |  |
| Fund: R  | DAGS Fund: S                |  |  |
| Appropriation: 821   | DAGS Appropriation: 351     |  |  |
| ABR: 1   | Map Code: 22111             |  |  |
| Budget Suppress: N   | Indirect Cost Class:        |  |  |
| Freeze Flag: N   | Legal Authority: HRS 306-10 |  |  |
| Delete Flag: N   | PI Codes:                   |  |  |

Figure 6.4 – Account attribute page

The Account Attribute page displays all the attributes that would be found on either screen 002 or 006 in FMIS. To return back to the Account Status page, click on the navigational link, 'Return to account', at the top left of the page.

### 6.5.1 FUNCTIONS

### 6.5.1.1 Open Commitments

The Open Commitments function will display a listing of any outstanding commitments. The information is similar to what is displayed on screen 021 in FMIS.

| << RETURN TO ACCOUNT   |              | << RETURN TO MAIN OPTION   |                      |                 |                   |                 |                 |
|--|--------------|----------------------------|----------------------|-----------------|-------------------|-----------------|-----------------|
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |              | VIEW OPEN COMMITMENTS      |                      |                 |                   |                 |                 |
| Account: 323114  |              | UHM COMPTROLLER            |                      |                 |                   |                 |                 |
| CC: MA   |              | FO: 00068 FUJII, DONALD    |                      |                 |                   |                 |                 |
| FY: 2004   |              | Resp Person: YONEDA, JAMES |                      |                 |                   |                 |                 |
| Sub Code   | Document Ref | Document Date              | Description          | Original Amount | Liquidated Amount | Adjusted Amount | Current Balance |
| 7110   | C000258      | 09/02/2003                 | PRICEWATERHOUSECOOPE | 16868.00        | 16024.60          | 0.00            | 843.40          |
| Total  |              |                            |                      | 16868.00        | 16024.60          | 0.00            | 843.40          |

Figure 6.5 – Open commitment page

To return back to the Account Status page, click on the navigational link, 'Return to Account', at the top left of the page.

### 6.5.1.2 Current Month Activity

The Current Month Activity function will display a listing of the transactions for the current month. The information is similar to what is displayed on screen 027 in FMIS.

| << RETURN TO ACCOUNT   |            | << RETURN TO MAIN OPTION        |               |         |                                    |                    |                    |     |          |            |                |               |             |
|--|------------|---------------------------------|---------------|---------|------------------------------------|--------------------|--------------------|-----|----------|------------|----------------|---------------|-------------|
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |            | VIEW CURRENT MONTH TRANSACTIONS |               |         |                                    |                    |                    |     |          |            |                |               |             |
| Account: 134354  |            | BURSAR/TREASURY OFFICE          |               |         |                                    |                    |                    |     |          |            |                |               |             |
| CC: SW   |            | FO: 00068 FUJII, DONALD         |               |         |                                    |                    |                    |     |          |            |                |               |             |
| FY: 2004   |            | Resp Person: OKIHARA, BURT      |               |         |                                    |                    |                    |     |          |            |                |               |             |
| Transactions for the month of April, 2004                            |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| Sub Code   | Trans Code | Ref 1                           | Document Date | Ref 2   | Description                        | Expenditure Amount | Encumbrance Amount | P/F | Check No | Check Date | Offset Account | Offset Campus | System Date |
| 2001   | 043        | FHAU021                         | 04/05/2004    | JJJJJJJ | PAYROLL FEED                       | 8703.08            | 0.00               |     |          |            |                |               | 04/03/2004  |
| 2001   | 043        | FHAU021                         | 04/20/2004    | JJJJJJJ | PAYROLL FEED                       | 8001.00            | 0.00               |     |          |            |                |               | 04/20/2004  |
| 3200   | 068        | P254089                         | 04/12/2004    | 0042355 | EDP PRODUCTS CO INC                | 415.80             | -416.10            | F   | 953215   | 04/12/2004 | 0039642100     |               | 04/12/2004  |
| 3200   | 068        | P254870                         | 04/15/2004    | 0042425 | BOISE CASCADE OFC PROD CORP        | 234.89             | -234.89            | F   | 954457   | 04/16/2004 | 0039642100     |               | 04/15/2004  |
| 3805   | 060        |                                 | 04/20/2004    | J066834 | Qtr Eqp 01/01/04 - 03/31/04 CREDIT | -6.00              | 0.00               |     |          |            | 1343543805     | SW            | 04/23/2004  |
| 3810   | 060        |                                 | 04/07/2004    | J066831 | Direct Dial 02/01/04 - 02/29/04    | 2.65               | 0.00               |     |          |            | 3232440750     | MA            | 04/12/2004  |
| 7200   | 068        | A099006                         | 06/25/2004    | 0042601 | PAPERSOURCE HAWAII INC             | 108.00             | 0.00               |     | E00836   | 06/24/2004 | 0039642100     |               | 06/25/2004  |
|  | ***        |                                 |               |         | End of data                        | 17459.42           | -650.99            |     |          |            |                |               |             |
| <a href="#">Download Data</a>  |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| Top of Listing   |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| 02x = Budget transactions  |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| 03x = Cash Receipt transactions                                      |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| 04x = Cash Disbursement transactions                                 |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| 05x = Encumbrance transactions                                       |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |
| 06x = Journal Voucher transactions                                   |            |                                 |               |         |                                    |                    |                    |     |          |            |                |               |             |

Figure 6.6 – Current month activity page

To return back to the Account Status page, click on the navigational link, 'Return to Account', at the top left of the page. To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel.

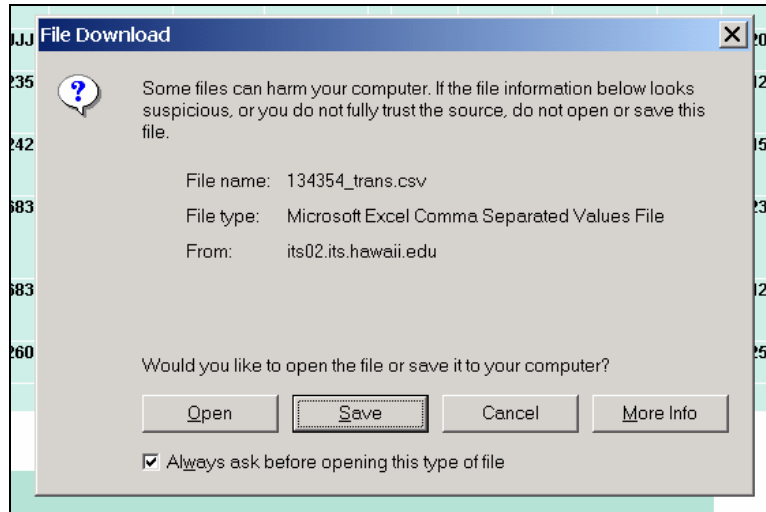


Figure 6.7 – Download prompt

The data downloaded is what is displayed on the screen. The file generated is named *account\_trans.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '\*\*\* More transactions available' instead of 'End of data'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

### 6.5.1.3 Detail Payroll

The Detail Payroll function displays the current month's detail payroll charges. The payroll data is summarized by salary categories. Only users with access to the FMIS payroll screens can access this function.

| << RETURN TO ACCOUNT   |                               |                                 | << RETURN TO MAIN OPTION |                     |        |                        |                           |                 |               |
|--|-------------------------------|---------------------------------|--------------------------|---------------------|--------|------------------------|---------------------------|-----------------|---------------|
| FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON ACCOUNT STATUS |                               |                                 |                          | VIEW DETAIL PAYROLL |        |                        |                           |                 |               |
| Account: 120034  |                               | SOCIAL SCIENCES - DIV. A/C      |                          |                     |        |                        |                           |                 |               |
| CC: MA   |                               | FO: 00076 CHANG, ANNETTE        |                          |                     |        |                        |                           |                 |               |
| FY: 2004   |                               | Resp Person: DEAN, SOC SCIENCES |                          |                     |        |                        |                           |                 |               |
| Payroll from 04/01/2004 through 04/30/2004                           |                               |                                 |                          |                     |        |                        |                           |                 |               |
| SSH  | Name                          | Service Date                    | Salaries & Wages         | Overload            | Casual | Student Help - Regular | Student Help - Work Study | Fringe Benefits | Total Payroll |
| 110-70-6279  | GOLDBOGEN, TAMARA D           | 03/15/2004                      | 367.12                   |                     |        |                        |                           |                 | 367.12        |
| 576-92-3153  | MACKENZIE, KARIN E            | 03/31/2004                      | 779.25                   |                     |        |                        |                           |                 | 779.25        |
| ***  | Total Payroll Date 04/05/2004 |                                 | 1146.37                  |                     |        |                        |                           |                 | 1146.37       |
| 110-70-6279  | GOLDBOGEN, TAMARA D           | 03/31/2004                      | 367.12                   |                     |        |                        |                           |                 | 367.12        |
| 576-92-3153  | MACKENZIE, KARIN E            | 04/15/2004                      | 779.25                   |                     |        |                        |                           |                 | 779.25        |
| ***  | Total Payroll Date 04/20/2004 |                                 | 1146.37                  |                     |        |                        |                           |                 | 1146.37       |
| ***  | Total Period Selected         |                                 | 2292.74                  |                     |        |                        |                           |                 | 2292.74       |
| Download Data  |                               |                                 |                          |                     |        |                        |                           |                 |               |

Figure 6.8 – Detail payroll page

To return back to the Account Status page, click on the navigational link, 'Return to Account', at the top left of the page. To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account\_payroll.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '\*\*\* More transactions available'. Both the online display and the download have the 150 record limit. *[This is*

*a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

#### **6.5.1.4 Download Data**

The Download Data feature will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account.csv*.

### 6.6 INQUIRE ON TRANSACTION DETAIL

The Inquire on Transaction Detail feature is used to retrieve a listing of transactions for an account for a specified period. The system limits the query to 150 records. The selection fields can be used to filter the list.

[<< RETURN TO MAIN OPTION](#)  
**STEP 1 - SELECT ACCOUNT**

**FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON TRANSACTION DETAIL**

| SELECT TRANSACTIONS  | HOW TO SPECIFY TRANSACTIONS  |
|--|--|
| Account Code : <input style="width: 150px;" type="text"/>  | * Specify a subcode only if you want transactions for a specific subcode. Leave blank for all subcodes.<br>* Specify a fiscal year only if you want transactions for a fiscal year other than the current fiscal year. |
| Subcode : <input style="width: 150px;" type="text"/>   |  |
| Campus : <input style="width: 150px;" type="text" value="UH - System"/>  |  |
| Starting Month : <input style="width: 150px;" type="text" value="Current Month"/>                                    |  |
| Ending Month : <input style="width: 150px;" type="text" value="Current Month"/>                                      |  |
| Fiscal Year : <input style="width: 150px;" type="text"/>   |  |
| <input style="background-color: #00796b; color: white; padding: 5px 15px;" type="button" value="View Transactions"/> |  |

Figure 6.9 – Transaction detail selection page

The selection fields are:

- Account Code – The complete account code must be entered.
- Subcode – The complete subcode must be entered. If nothing is entered, the system will return all subcodes for the specified account.
- Campus – Select a campus from the selection box.
- Starting Month – Select the starting processing month for the transactions. The default is the current month.
- Ending Month – Select the ending processing month for the transactions. The default is the current month.
- Fiscal Year – Enter the fiscal year. If no fiscal year is specified, the current fiscal year will be used.

Clicking on View Transactions or pressing ENTER will initiate the query.

[<< SELECT OTHER TRANSACTIONS](#)
[<< RETURN TO MAIN OPTION](#)

**FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON TRANSACTIONS**
[VIEW SELECTED TRANSACTIONS](#)

|                 |                            |
|-----------------|----------------------------|
| Account: 134354 | BURSAR/TREASURY OFFICE     |
| CC: SW          | FO: 00068                  |
| FY: 2004        | Resp Person: OKIHARA, BURT |

Transactions for the month of April, 2004

| Sub Code | Trans Code | Ref 1   | Document Date | Ref 2   | Description                        | Expenditure Amount | Encumbrance Amount | P/F | Check No | Check Date | Offset Account | Offset Campus | System Date |
|----------|------------|---------|---------------|---------|------------------------------------|--------------------|--------------------|-----|----------|------------|----------------|---------------|-------------|
| 2001     | 043        | FHAU021 | 04/05/2004    | JJJJJJJ | PAYROLL FEED                       | 8703.08            | 0.00               |     |          |            |                |               | 04/03/2004  |
| 2001     | 043        | FHAU021 | 04/20/2004    | JJJJJJJ | PAYROLL FEED                       | 8001.00            | 0.00               |     |          |            |                |               | 04/20/2004  |
| 3200     | 068        | P254089 | 04/12/2004    | 0042355 | EDP PRODUCTS CO INC                | 415.80             | -416.10            | F   | 953215   | 04/12/2004 | 0039642100     |               | 04/12/2004  |
| 3200     | 068        | P254870 | 04/15/2004    | 0042425 | BOISE CASCADE OFC PROD CORP        | 234.89             | -234.89            | F   | 954457   | 04/16/2004 | 0039642100     |               | 04/15/2004  |
| 3805     | 060        |         | 04/20/2004    | J066834 | Qtr Eqp 01/01/04 - 03/31/04 CREDIT | -6.00              | 0.00               |     |          |            | 1343543805     | SW            | 04/23/2004  |
| 3810     | 060        |         | 04/07/2004    | J066831 | Direct Dial 02/01/04 - 02/29/04    | 2.65               | 0.00               |     |          |            | 3232440750     | MA            | 04/12/2004  |
| 7200     | 068        | A099006 | 06/25/2004    | 0042601 | PAPERSOURCE HAWAII INC             | 108.00             | 0.00               |     | E00836   | 06/24/2004 | 0039642100     |               | 06/25/2004  |
|          | ***        |         |               |         | End of data                        | 17459.42           | -650.99            |     |          |            |                |               |             |

**Top of Listing**

02x = Budget transactions  
 03x = Cash Receipt transactions  
 04x = Cash Disbursement transactions  
 05x = Encumbrance transactions  
 06x = Journal Voucher transactions

Figure 6.10 – Transaction detail page

The Transaction Detail page displays information similar to what is on screen 027 in FMIS. This display is the same as the Current Month Activity display from the Account Status page. The difference is this query can display selected periods whereas the current month activity just displays the transactions for the selected month.

To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account\_trans.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '\*\*\* More transactions available' instead of 'End of data'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

To select another account, click on the navigational link at the top left, 'Select other transactions'.

### 6.7 INQUIRE ON PAYROLL DETAIL

The Inquire on Payroll Detail feature is used to retrieve a listing of payroll charges for an account for a specified period. The system limits the query to 150 records. The selection fields can be used to filter the list.

<< RETURN TO MAIN OPTION  
STEP 1 - SELECT ACCOUNT

**FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON TRANSACTION DETAIL**

| SELECT PAY PERIOD   |  | HOW TO SPECIFY PAYROLL  |
|---------------------|--|---|
| Account Code :      | <input type="text"/>                     | <ul style="list-style-type: none"> <li>Specify dates in MM/DD/YYYY format.</li> <li>If only one date is specified, it will be used for both starting and ending dates.</li> </ul> |
| Campus :            | <input type="text" value="UH - System"/> |   |
| Starting Date :     | <input type="text"/>                     |   |
| Ending Date :       | <input type="text"/>                     |   |
| View Detail Payroll |  |   |

Figure 6.11 – Payroll detail selection page

The selection fields are:

- Account Code – Enter the complete six-digit account code
- Campus – Select a campus from the selection box
- Starting Date – Date must be specified in MM/DD/YYYY format
- Ending Date – Date must be specified in MM/DD/YYYY format

If only one date (starting or ending) is specified, then it is used for both dates.

Clicking on View Detail Payroll or pressing ENTER will initiate the query.

<< SELECT OTHER PAY PERIOD << RETURN TO MAIN OPTION

**FINANCIAL ACCOUNTING APPLICATION OPTIONS - INQUIRE ON DETAIL PAYROLL** VIEW DETAIL PAYROLL

Account: 120034 SOCIAL SCIENCES - DIV. A/C  
 CC: MA FO: 00076  
 FY: 2004 Resp Person: DEAN, SOC SCIENCES

Payroll from 04/01/2004 through 04/30/2004

| SSN         | Name                          | Service Date | Salaries & Wages | Overload | Casual | Student Help - Regular | Student Help - Work Study | Fringe Benefits | Total Payroll |
|-------------|-------------------------------|--------------|------------------|----------|--------|------------------------|---------------------------|-----------------|---------------|
| 110-70-6279 | GOLDBOGEN, TAMARA D           | 03/15/2004   | 367.12           |          |        |                        |                           |                 | 367.12        |
| 576-92-3153 | MACKENZIE, KARIN E            | 03/31/2004   | 779.25           |          |        |                        |                           |                 | 779.25        |
| ***         | Total Payroll Date 04/05/2004 |              | 1146.37          |          |        |                        |                           |                 | 1146.37       |
| 110-70-6279 | GOLDBOGEN, TAMARA D           | 03/31/2004   | 367.12           |          |        |                        |                           |                 | 367.12        |
| 576-92-3153 | MACKENZIE, KARIN E            | 04/15/2004   | 779.25           |          |        |                        |                           |                 | 779.25        |
| ***         | Total Payroll Date 04/20/2004 |              | 1146.37          |          |        |                        |                           |                 | 1146.37       |
| ***         | Total Period Selected         |              | 2292.74          |          |        |                        |                           |                 | 2292.74       |

Download Data

Figure 6.12 – Payroll detail page

The payroll data is summarized by salary categories. Only users with access to the FMIS payroll screens can access this function.

To download the data, click on the Download Data button. This will generate a comma separated values file which can be saved or opened directly in Excel. The data downloaded is what is displayed on the screen. The file generated is named *account\_payroll.csv*.

The system has a limit of 150 transactions. If the query returns more than 150 transactions, the last detail line will display '\*\*\* More transactions available'. Both the online display and the download have the 150 record limit. *[This is a limitation with the Broker buffer size. The programs would need to be modified to recursively call until all the transactions are sent by passing last/next isn values.]*

To select another account or pay period, click on the navigational link at the top left, 'Select other pay period'.

### 6.8 LIST SYSTEM TABLES

The List System Tables feature is used to list the valid values for the common system tables in FMIS. It can also be used to translate the codes into the descriptive text.

Figure 6.13 – System table selection

The table selection box is used to select a table to be displayed. If the table is campus specific, than the appropriate campus should also be selected from the campus selection box. To initiate the query, click on Valid Values.

| CODE | VALUE TRANSLATION             |
|------|-------------------------------|
| \$   | REQUIRED, TO BE UPDATED LATER |
| AA   | UH SYSTEM                     |
| BB   | UH MANOA                      |
| BX   | UH MANOA BASED HAWAII         |
| BY   | UH MANOA BASED MAUI           |
| BZ   | UH MANOA BASED KAUAI          |
| CH   | UH-CC, HONOLULU               |
| CK   | UH-CC, KAPIOLANI              |
| CL   | UH-CC, LEEWARD                |
| CM   | UH-CC, MAUI                   |
| CN   | UH-CC, KAUAI                  |
| CP   | UH-CC, WINDWARD               |
| DD   | UH-WEST OAHU                  |
| GE   | UH-HILO COLLEGE               |
| TEST | TEST                          |
|      | *** END OF TABLE ***          |

Figure 6.14 – System table display

The list of codes and their translated descriptions is listed underneath the selection boxes. The system will return the entire table. At the end of the table, it will display a '\*\*\* END OF TABLE \*\*\*' message.

To choose another table, modify the choice in the selection box and click on Valid Values.