

SMSU – "UBUY"

User Guide **For**

BUDGET INQUIRY & TRANSFER SYSTEM

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Section 1:

SMSU "UBUY"

Overview

Budget Inquiry and Transfer System

- System Overview
- Getting Access

System Overview

The capability of viewing budget data is available to the user community through the online administrative system (CICS). The ability to make budget transfers is also available online. The data available for inquiry is the same as viewed online by Financial Services staff and currently available to departments monthly by requesting a report (ACC3150 requested through the JOBS Submittal System). A separate menu, a sub-menu of the Purchasing System (UBUY), has been set up to provide this capability.

Access to budget data is restricted in several ways. Only expense accounts, designated accounts, and certain income accounts are available for inquiry. Major administrators are allowed to inquire against the accounts that contain their administrator code. Department heads are allowed to inquire against the account(s) within their control. Users must have a user identification (USER ID) code and password for the CICS system. Users must also have a personal identification number (PIN) for the SMSU Purchasing System.

Budget data is available in a variety of screens. Detailed general ledger transactions are available for the current and previous fiscal years. To-date general ledger data is available in a report-like format for the current month. It includes total encumbrances and total year-to-date expenditures by expense code and by account number, as well as current encumbrances and current month expenditures. To-date summary of expenditure data is available for the current month. It includes allotments, current month expenditures, year-to-date expenditures, unpaid items (encumbered funds), and the balance available. Several levels of totals are provided.

The information shown is current as of the end of the previous business day. These online report files are built nightly after all general ledger activity has been posted. A slight delay occurs at the beginning of each month until the prior month is completed. During this time, previous month's data is shown. The screen heading indicates the month of the data being displayed. This delay does not apply to the browse General Ledger Transactions function.

Budget transfers are permitted for users with the proper authorization. Transfers are permitted within different expense categories of the same account or between different accounts. Users may transfer funds to accounts within or outside their control. The account being "transferred from" must be within their authorized control.

Transfers are subject to the following restrictions:

- The fund must be the same for the "from" and "to" accounts.
- Transfers involving federal and restricted fund accounts are not allowed through this screen.
- The account must be a general expense account (5 in the fourth digit of the account number).
- The expense code must be an "allotment" type.
- The expense code must be in an unreserved category: unreserved personal services (some 100's), equipment (200's), or operations (500's or 800's).
- Account numbers must be active for the current fiscal year.
- Certain accounts may be restricted by Financial Services.

The transfer of funds is also dependent upon available balances. The account being "transferred from" must have a sufficient balance available in its unreserved total line. The account/expense code line being "transferred from" must have a sufficient balance available.

A description and reason for the transfer is required when making a transfer. After the budget transfer is successfully completed, budget adjustment records will be created. The account from (or to) which the money was transferred will be captured and stored in the budget adjustment record. The CICS User ID of the person making the budget transfer will be captured and stored in the record. The time of the transfer will be stored in the reference code. These records and the adjusted budget amounts may be displayed as a part of this same system.

Getting Access

Faculty and staff members can receive CICS accounts by presenting their ZipCard™ at Cheek 164 at the distribution window. Once obtained, access into CICS may be gained by entering one's USER ID and password as instructed.

To gain access to UBUY, a user must be a full-time member of the faculty or staff and have a CICS account.

Since the Purchasing System allows users to spend money from University budgets, an added layer of security is used. Each user will be issued a four-digit personal identification number (PIN). This number will be required each time you initiate entry into the UBUY system. These PINs are to be treated like PINs for your bankcard - - keep them secret! Faculty and staff members may obtain a UBUY Authorization form in Financial Services (CAR113). This form must be completed and returned before required account authority will be granted.

Section 2:

SMSU "UBUY"

Budget Inquiry Screens

Budget Inquiry and Transfer System

- Menu
- Cross Reference of Accounts
- Browse Expense Codes
- Browse To-Date Monthly General Ledger
- Browse General Ledger Transactions
- Browse To-Date Summary of Expenditures

Menu

After you have signed on to CICS, type UBUY and press **ENTER**. The PIN entry screen will appear. This screen will request your PIN. Type your four-digit PIN and press **ENTER**.

```

                                SMSU PURCHASING SYSTEM
                                PIN ENTRY
-----
WELCOME TO  U   U  BBBB   U   U  Y   Y
             U   U  B   B  U   U  Y  Y
             U   U  BBBB   U   U   Y
             U   U  B   B  U   U   Y
             UUU   BBBB   UUU   Y   THE SMSU ONLINE PURCHASING SYSTEM

PLEASE SPECIFY YOUR FOUR-DIGIT PERSONAL IDENTIFICATION NUMBER (PIN)
AND PRESS ENTER:

                <====>      <====>

(NOTE THAT THIS NUMBER WILL NOT APPEAR ON THE SCREEN AS YOU TYPE IT)

ISSUE CLEAR TO EXIT WITHOUT SPECIFYING A PIN.
```

Image of sign on screen of UBUY system

After successfully entering your PIN, the UBUY Main Menu will appear.

```
UU  U
UU  U
UU  U
UU  U
UUUU

BBBBB
BB  B
BBBBB
BB  B
BBBBB

UU  U
UU  U
UU  U
UU  U
UUUU

YY  Y
YY  Y
YY
YY
YY

          SMSU PURCHASING SYSTEM
          MAIN MENU

          10 REQUISITION MENU
          20 DEPARTMENTAL APPROVAL MENU
          30 BUDGET INQUIRY AND TRANSFER MENU
          40 FUNDING APPROVAL MENU
          50 VENDOR AND COMMODITY CODE MENU
          55 PURCHASING APPROVAL MENU
          60 RFQ AND BID MENU
          70 ORDER MENU
          80 RECEIVING MENU
          99 EXIT FROM SYSTEM

          INFORMATION CONCERNING THE "UBUY" SYSTEM CAN BE FOUND ON THE WWW
          BY SELECTING:  HTTP://WWW.SMSU.EDU/PROCUREMENT/UBUY/UBUY.HTML

          SPECIFY DESIRED OPTION AND PRESS ENTER:  __
```

Image of MAIN MENU SCREEN

Enter Option 30 to access the Budget Inquiry and Transfer Menu.

SMSU PURCHASING SYSTEM
BUDGET INQUIRY AND TRANSFER MENU

- 10 CROSS REFERENCE OF ACCOUNTS
- 20 BROWSE EXPENSE CODES
- 30 BROWSE TO-DATE MONTHLY GENERAL LEDGER
- 40 BROWSE GENERAL LEDGER TRANSACTIONS
- 50 BROWSE TO-DATE SUMMARY OF EXPENDITURES
- 60 BROWSE BUDGET ADJUSTMENTS
- 70 PERFORM BUDGET TRANSFER
- 80 BROWSE FOUNDATION CURRENT ACTIVITY
- 85 BROWSE FOUNDATION PRIOR ACTIVITY
- 99 EXIT TO MAIN MENU

OPTION: ____ ACCT: _____ EXP CODE: ____ DATE: ____ ____ ____ FY: 03

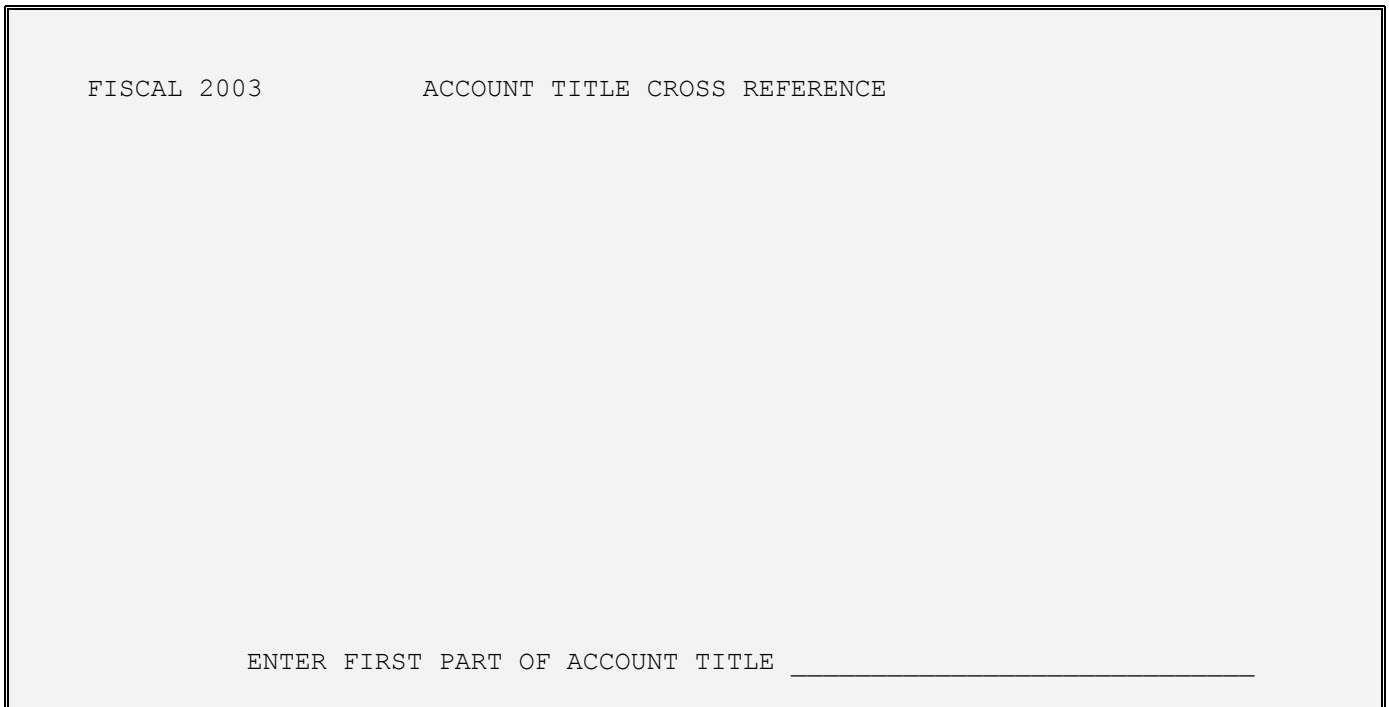
Image of Budget Inquiry and Transfer Menu

The menu screen controls access to the online functions and allows you to select which function you want to use. After each function you are returned to the menu screen. The control fields following the option are required for certain options. They will be explained as each option is discussed below. The option numbers referenced below are on the Budget Inquiry and Transfer Menu.

To exit this menu, enter option number 99 or issue a **"Clear"**. This will return you to the UBUY Main Menu. Entering option 99 or issuing a **"Clear"** again will take you out of the UBUY system.

Cross Reference of Accounts

If you need to find an account number, you can use this option to find it. Enter option number 10 on the menu. The cross reference screen will be displayed, requesting you to enter part of the account title.



FISCAL 2003 ACCOUNT TITLE CROSS REFERENCE

ENTER FIRST PART OF ACCOUNT TITLE _____

Image of Account title cross reference screen

FISCAL 2003

ACCOUNT TITLE CROSS REFERENCE

1	FIN AIDS - BILLED SCHOLARSHIPS	5014 00 5305
2	FIN AIDS - BILLED SCHOLARSHIPS	5015 80 1005
3	FIN AIDS - SCHOLARSHIPS	5014 00 5310
4	FIN AIDS - SCHOLARSHIPS	5015 80 1305
5	FIN CHG INCOME - SAL-LONG TERM	6024 00 0075
6	FIN CHG INCOME - SAL-SHORT TRM	6024 00 0065
7	FIN CHG INCOME-HOPEWELL	6024 00 0015
8	FIN CHG INCOME-INTERNATIONAL	6024 00 0025
9	FIN CHG INCOME-MEMORIAL	6024 00 0035
10	FIN CHG INCOME-SPECIAL	6024 00 0045
11	FIN SERVICES-ADDL ST FUNDING	1015 62 1099
12	FINANCE & GENERAL BUSINESS	1015 11 0220
13	FINANCE CHARGE INCOME-ACC REC	1014 00 7080
14	FINANCE CHARGE INCOME-ACC REC	4014 00 7010
15	FINANCIAL AID	1015 54 1315
16	FINANCIAL AID - SPECIAL PROJ	1016 00 7023
17	FINANCIAL AID - SPECIAL PROJ	1017 54 1330
18	FINANCIAL SERVICES	1015 62 1010

*** NO MORE RECORDS FOUND ***

FIRST PART OF ACCOUNT TITLE FIN

___ ENTER ACCOUNT SEQ NO, PRESS ENTER FOR MORE, OR CLEAR TO EXIT

Image of screen example of cross reference screen searching for FIN

After you enter this information, a list of all account titles that match what you entered will be displayed. Choose the account you want by selecting the account sequence number, and the corresponding account number will be returned to the menu screen. The account number will be displayed and can be used for other options.

Browse Expense Codes

Entering Option 20 will give you a list of expense codes used within the University's accounting system, including the codes used for allotments. The expense codes marked "allotment only" are eligible for budget transfers. Unreserved personal services expense codes (102,103, and 107) are also eligible. You can exit at any time by issuing a **"Clear"**.

```
FISCAL 2003                                EXPENSE CODE BROWSE

102    PART-TIME TEMP - NON-STUDENT
103    STUDENT WAGES
107    OVERTIME WAGES
109    GRADUATE ASSISTANTS
200    EQUIPMENT PURCHASE                ALLOTMENT ONLY
201    ADDITIONS-OTHER VEHICLES
202    ADDITIONS-AUTO
203    ADDITIONS-TRUCK
205    ADDITIONS-OFFICE FURNITURE
206    ADDITIONS-OFFICE EQUIPMENT
207    ADDITIONS-MEDICAL & LAB
208    ADDITIONS-HOUSEHOLD
209    ADDITIONS-GENERAL PLANT
210    ADDITIONS-EDP EQUIPMENT
214    ADDITIONS-EDUCATIONAL
215    ADDITIONS-TECHNICAL
216    ADDITIONS-OTHER MECH EQUIP
217    ADDITIONS-TOOLS
218    ADDITIONS-OTHER MISCELLANEOUS
251    REPLACEMENTS-OTHER VEHICLES
252    REPLACEMENTS-AUTO
PRESS ENTER TO VIEW MORE EXPENSE CODES OR CLEAR TO EXIT
```

Image of Expense Code browse

Browse To-Date Monthly General Ledger

To view current general ledger data for an account, enter option number 30 and the account number. A screen will be displayed which is similar to the general ledger report printed each month. You can see all the information for an account by pressing **ENTER** and paging forward, or you can issue a "**Clear**" at any time to return to the menu.

TO-DATE MONTHLY GENERAL LEDGER FOR SEPTEMBER 2002						
1015 62 1010	FINANCIAL SERVICES					
CODE	DATE	P.O.	DESCRIPTION	AMOUNT	CD CHECK	
101	09/01/02		BALANCE FORWARD	200,662.16		
101-01	09/24/02		STATE REGULAR P/R 09/20/02	99,478.84	PR0011	
101-02	09/11/02		LOCAL SUPPLEMENTAL P/R09/13/02	500.00	PR0010	
			ENC = 0.00 YTD =	300,641.00		
103	09/01/02		BALANCE FORWARD	517.32		
103-02	09/03/02		LOCAL STUDENT P/R 09/03/02	546.51	PR0009	
			ENC = 0.00 YTD =	1,063.83		
104	09/01/02		BALANCE FORWARD	14,757.72		
104-01	09/24/02		STATE REGULAR P/R 09/20/02	7,304.17	PR0011	
104-02	09/11/02		LOCAL SUPPLEMENTAL P/R09/13/02	38.25	PR0010	
			ENC = 0.00 YTD =	22,100.14		
106	09/01/02		BALANCE FORWARD	17,638.17		
106-01	09/24/02		STATE REGULAR P/R 09/20/02	8,764.08	PR0011	
106-02	09/11/02		LOCAL SUPPLEMENTAL P/R09/13/02	44.05	PR0010	
			ENC = 0.00 YTD =	26,446.30		
108	09/01/02		BALANCE FORWARD	17,410.22		
_ ENTER Y TO VIEW S/E - PRESS ENTER TO VIEW MORE G/L OR CLEAR TO EXIT TO MENU						

Image of screen displaying example of to-date monthly general ledger

While viewing the general ledger information you can switch to Summary of Expenditure data by entering "**Y**" at the bottom of the screen and pressing **ENTER**. You can return to the general ledger screen by entering a "**Y**" at the bottom of the Summary of Expenditures screen.

Browse General Ledger Transactions

To view general ledger transactions for any time during the current or prior fiscal year, enter option number 40, the account number and a start date. A screen will be displayed which lists general ledger transactions by expense code and date. Optionally you can enter an expense code as a starting point for the inquiry. You can page forward through the data by pressing the **ENTER** key or you can exit back to the menu at any point by issuing a "**Clear**".

GENERAL LEDGER TRANSACTIONS BEGINNING 07/01/02							
1015 62 1010	FINANCIAL SERVICES						
CODE	DATE	P.O.	DESCRIPTION		AMOUNT	CHECK	
101-01	07/22/02		STATE REGULAR P/R	07/31/02	99,564.24	PR0002	
101-01	08/21/02		STATE REGULAR P/R	08/30/02	100,597.92	PR0007	
101-01	09/24/02		STATE REGULAR P/R	09/20/02	99,478.84	PR0011	
101-02	08/10/02		LOCAL SUPPLEMENTAL P/R	08/15/02	500.00	PR0005	
101-02	09/11/02		LOCAL SUPPLEMENTAL P/R	09/13/02	500.00	PR0010	
103-02	08/10/02		LOCAL STUDENT P/R	08/12/02	517.32	PR0006	
103-02	09/03/02		LOCAL STUDENT P/R	09/03/02	546.51	PR0009	
104-01	07/22/02		STATE REGULAR P/R	07/31/02	7,314.62	PR0002	
104-01	08/21/02		STATE REGULAR P/R	08/30/02	7,389.78	PR0007	
104-01	09/24/02		STATE REGULAR P/R	09/20/02	7,304.17	PR0011	
104-02	08/10/02		LOCAL SUPPLEMENTAL P/R	08/15/02	38.25	PR0005	
104-02	08/10/02		LOCAL STUDENT P/R	08/12/02	15.07	PR0006	
104-02	09/11/02		LOCAL SUPPLEMENTAL P/R	09/13/02	38.25	PR0010	
106-01	07/22/02		STATE REGULAR P/R	07/31/02	8,731.45	PR0002	
106-01	08/21/02		STATE REGULAR P/R	08/30/02	8,862.67	PR0007	
106-01	09/24/02		STATE REGULAR P/R	09/20/02	8,764.08	PR0011	
106-02	08/10/02		LOCAL SUPPLEMENTAL P/R	08/15/02	44.05	PR0005	
106-02	09/11/02		LOCAL SUPPLEMENTAL P/R	09/13/02	44.05	PR0010	
108-02	07/08/02		UNIV CONTRIBUTION--JUL 02		8,367.96	GJ0002	
108-02	08/23/02		UNIV CONTRIBUTION--AUG 02		9,042.26	GJ0425	
PRESS ENTER TO VIEW MORE TRANSACTIONS - CLEAR TO EXIT							

Image of general ledger transactions

Browse To-Date Summary of Expenditures

To view current summary of expenditure data for an account, enter option number 50 and the account number. A screen will be displayed which is similar to the Summary of Expenditures Report which is produced each month. You can see all the information for an account by pressing **ENTER** and paging forward, or you can exit by issuing a "**Clear**" at any time.

```

      TO-DATE SUMMARY OF EXPENDITURES FOR SEPTEMBER 2002
1015 62 1010  FINANCIAL SERVICES
CODE  INCOME/ALLOT  CUR EXPENSE  YEAR-TO-DATE  UNPAID ITEMS  AVAILABLE
101   1,219,427.04    99,978.84    300,641.00                918,786.04
104    92,147.02     7,342.42     22,100.14                70,046.88
106   107,431.34     8,808.13     26,446.30                80,985.04
108   111,387.60     9,281.47     26,691.69                84,695.91
-----
      1,530,393.00    125,410.86    375,879.13                1,154,513.87
-----
102    2,000.00                2,000.00
103    8,888.00     546.51     1,063.83                7,824.17
109   23,639.00     2,100.00     4,405.50                19,233.50
>>>   34,527.00     2,646.51     5,469.33                29,057.67
.....
      1,564,920.00    128,057.37    381,348.46                1,183,571.54
.....
200   10,000.00
210                1,529.50
>>>   10,000.00                1,529.50     8,470.50
.....
      10,000.00                1,529.50     8,470.50
.....
_ ENTER Y TO VIEW G/L - PRESS ENTER TO VIEW MORE S/E OR CLEAR TO EXIT TO MENU
```

Image of to-date summary of expenditures

While viewing the summary of expenditure information you can switch to general ledger data by entering "**Y**" at the bottom of the screen and pressing **ENTER**. You can return to the Summary of Expenditures screen by entering a "**Y**" at the bottom of the General Ledger screen.

Section 3:

SMSU "UBUY"

Budget Transfers

Budget Inquiry and Transfer System

- ▶ Perform a Budget Transfer
- ▶ Browse Budget Adjustments

Perform a Budget Transfer

To make a budget transfer enter option number 70. Do not enter an account number, as it will be ignored at this point. You will receive a screen that allows entry of the data necessary for a budget transfer. The fields required are account number and expense code from which the budget funds are being transferred, account number and expense code to which the funds are being transferred, description, amount, and reason for the transfer.

BUDGET TRANSFER	
DATE OF TRANSFER	09/27/02
TRANSFER FROM:	
ACCOUNT NUMBER	_____
EXPENSE CODE	_____
TRANSFER TO:	
ACCOUNT NUMBER	_____
EXPENSE CODE	_____
DESCRIPTION	_____
AMOUNT	_____
REASON FOR TRANSFER	_____
THIS SCREEN IS NOT TO BE USED TO PAY EXPENSES, CHARGES, OR BILLS FROM ANOTHER DEPARTMENT. CALL FINANCIAL SERVICES IF YOU HAVE QUESTIONS.	

Image of Budget Transfer screen

Enter all the required information and the system will check to see if you are authorized to make the transfer. You must be authorized by Financial Services to make budget transfers for the account from which money is being transferred. You are allowed to transfer money to account numbers controlled by other administrators. If proper authority has not been set up, a message to that effect will be displayed. Contact Financial Services if you have any questions about account number authorization.

The system will also check to see if sufficient balances are available to make the transfer. If not, a message to that effect will be displayed. Contact Financial Services if you have any questions about the balances in any account.

If all the information is entered correctly, the screen will be redisplayed showing the account titles and expense code descriptions for the numbers that were entered. You will be asked to verify the completion of the transfer. At this point you can still avoid making the transfer by issuing a "**Clear**" from this screen. Otherwise, enter "**Y**" at the bottom of the screen and the transfer will be completed.

BUDGET TRANSFER			
DATE OF TRANSFER	09/27/02		
TRANSFER FROM:			
ACCOUNT NUMBER	1015 62 1010	FINANCIAL SERVICES	
EXPENSE CODE	200	EQUIPMENT PURCHASE	
TRANSFER TO:			
ACCOUNT NUMBER	1015 62 1010	FINANCIAL SERVICES	
EXPENSE CODE	520	OFFICE AND COMMUNICATIONS	
DESCRIPTION	TRSF FOR PRINTERS		
AMOUNT	200.00		
REASON FOR TRANSFER	COVER PRINTER EXP		
_ ENTER "Y" TO VERIFY, OR CLEAR TO EXIT WITHOUT COMPLETING TRANSFER.			

Image of Budget transfer screen

Browse Budget Adjustments

Original allotments, budget transfers, and allotment adjustments are available for online inquiry. Enter option number 60 and the account number to initiate this function. Optionally, you may also enter an expense code. If the expense code is not entered, the display will start at the beginning of the account and display all expense categories for the account. If an expense code is entered, it is used as a starting point for the browse. You can exit at any time by issuing a **"Clear"**.

FISCAL 2003			BUDGET ADJUSTMENT BROWSE		
ACCOUNT 1015 62 1010			FINANCIAL SERVICES		
EXPENSE			109 GRADUATE ASSISTANTS		
SEQ	DATE	DESCRIPTION	AMOUNT	+/-	REFERENCE
	07 01 02	ORIGINAL ALLOTMENT	23,062.00		
01	07 31 02	2.5% GA STIPEND INCREASE FY03	577.00		AL0004
		ADJUSTED AMOUNT	23,639.00		
ENTER NEXT EXPENSE CODE OR PRESS ENTER TO VIEW NEXT BUDGET - CLEAR TO EXIT					

Image of Budget Adjustment browse option screen

Section 4:

SMSU "UBUY"

How to Get Help

Budget Inquiry and Transfer System

- Computer Problems
- Budget-Related Problems

Computer Problems

If you have a problem with your computer equipment or a question about computer software, you should call the Computer Services Help Desk at 836-5891 for assistance.

Budget-Related Problems

If you have a question about account numbers, account balances, accounting information, making budget transfers, or authorization within the SMSU Purchasing System (including the Budget Inquiry and Transfer System) you should call Financial Services for assistance at 836-5632.