

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

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UNIVERSITY OF MAINE SYSTEM
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REPORTS

INTRODUCTION

The Financial Accounting system is supported by a large number of reports. The following section provides an overview of the various reports that are currently used. This overview is followed by a brief description of several commonly used reports.

The University System distributes monthly financial reports to account managers, senior level managers (those responsible for groups of accounts), and presidents. Each type of manager receives reports that are designed for their level of responsibility. On a monthly basis each university is responsible for analyzing its operating results.

A brief overview of reports is provided followed by a section that explains how computer jobs are submitted to UNET. These sections are followed by sample reports and instructions for how to generate some of the reports. The job streams are based on the information provided in the section on submitting jobs to VSE.

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OVERVIEW OF COMMONLY USED REPORTS

I. <u>Routine Reports</u>	NAME OF REPORT	MANAGEMENT LEVEL	FREQUENCY	DESCRIPTION	JOB STREAM AVAILABLE TO CAMPUS
1.	Account Summary Report- AM090	Managers of One Account	Monthly	Provides the account manager with a status of his/her account by object code.	NO
2.	Report of Transactions- AM091	Managers of One Account	Monthly	Provides a complete listing of transactions for an account for the most recent month.	NO
3.	Management Summary By Management Center (BUDSUM)	Managers of Several Functions or Accounts	Monthly	Provides a summary by account and object code of accounts grouped by responsibility centers for all ledgers.	YES
4.	Summary Report By Major Type of Revenue or Expense Activity (BUDSUM)	Managers of Several Functions	Monthly	Provides a summary by account and object code of accounts grouped by major activity for ledgers 1, 2 and 3.	YES
5.	Status Report - By Campus - By Management Center - By Activity	Board of Trustees, Chancellor and Presidents, Chief Financial Officers, and Managers of Several Functions or Accounts	Monthly	Provides a high level summary by responsibility center and activity for ledgers 1, 2 and 3.	YES
6.	Trial Balance - AM061	Chief Financial Officers	Monthly	Provides a handy summary of the status of each account at a university grouped by ledger.	YES
7.	P&L - AM052	Chief Financial Officers	Monthly	Provides a revenue and expenditure summary by source of funds and expenditure activity for each university for all ledgers.	YES
8.	General Ledger Summary of Account Controls - AD043	Chief Financial Officers	Monthly	Provides a summary by university of account controls by fund group.	YES
9.	Open Encumbrance Listing - AM009	Chief Financial Officers	Monthly	Provides a listing of all outstanding encumbrances on a university in one report. This report would be most useful for the area having responsibility for encumbrance processing.	YES

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OVERVIEW OF COMMONLY USED REPORTS

NAME OF REPORT	MANAGEMENT LEVEL	FREQUENCY	DESCRIPTION	JOB STREAM AVAILABLE TO CAMPUS
II. <u>Special Reports</u>				
1. Budget Preparation Report	Chief Financial Officers	Once a Year	Provides a summary by account and object code for ledgers 1-3 of current year budget and actual and next year's budget.	YES
2. Chart of Accounts	Chief Financial Officers	As Needed	Provides a listing of accounts and their associated attributes.	YES
3. Transaction Display Report	Chief Financial Officers	As Needed	Provides a listing of transactions from a tape	YES
4. Account Snapshot	Managers of One Account	As Needed	Provides a summary snapshot of an account.	YES
5. Budget Analysis Report	Chief Financial Officers	As Needed	Provides a mechanism for comparing proposed budgets to existing budgets.	YES
III. <u>CICS</u>				
CICS is an on-line direct inquiry system that provides an up-to-date snapshot of records in the various University data files.				
1. FAST Account Snapshots	Managers of One Account	As Needed	Provides a snapshot of the status of any account.	YES
2. FAST Account Attributes	Managers of One Account	As Needed	Provides a snapshot of the attributes associated with an account such as title, responsible person, etc.	YES
3. Report of Transactions	Managers of One Account	As Needed	Provides current and previous month transactions.	YES
IV. <u>NATURAL Report Writer</u>				
A report writer that each university has as a tool to provide self defined financial reports from FAST				

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SUBMITTING JOBS TO VSE

The VSE JOBSTREAM

This section discusses the "basic" format of jobstreams that can be submitted to VSE and the output that comes back from VSE. More detailed information is available from CAPS.

The basic outline of a VSE jobstream follows:

```
/SPOOL TO VSE FORM xxxx
* $$ JOB JNM=xxxxxxxx
// JOB jobname acctcde comment
  SOME SIGNIFICANT STATEMENTS THAT EXECUTE PROGRAMS,
  MOUNT TAPES, LINK TO LIBRARIES, etc.
/*
/&
* $$ EOJ
```

There is another statement, \$\$ LST, which is used to spool printed output. VSE automatically returns printed output back to the CMS id of the submitter with a form (FNO) of A. You would use \$\$ LST if you wanted the output to go to a different destination or to be returned with a different form. A jobstream with this statement follows:

```
/SPOOL TO VSE FORM xxxx
* $$ JOB JNM=xxxxxxxx
* $$ LST DEST=(node, destid)
// JOB jobname acctcde comment
  SOME SIGNIFICANT STATEMENTS THAT EXECUTE PROGRAMS,
  MOUNT TAPES, LINK TO LIBRARIES, etc.
/*
/&
* $$ EOJ
```

SUBMIT must be used to send your jobstream to VSE

SUBMIT

Use the SUBMIT command to send jobstream to DOS/VSE batch systems.

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SUBMITTING JOBS TO VSE

The format of the command is:

SUBMIT	[fn ft [fm]]
--------	--------------

OPERANDS

- fn = is the filename of the file to be submitted.
- ft = is the filetype of the file to be submitted.
- fm = is the filemode of the file to be submitted.
The default file mode is an asterisk (*).

The \$\$ JOB STATEMENT

The \$\$ JOB statement marks the start of the VSE jobstream.

The format of the \$\$ JOB statement is as follows:

* \$\$ JOB JNM=jobname,<ROOM=xxxxxxx>

where jobname is a 2-8 character alphanumeric name by which POWER identifies the job. The jobname on the \$\$ JOB statement and the jobname on the // JOB statement should be the same.

ROOM= is optional. It is a distribution code. Distribution for the job will default to the distribution set in the SUBMIT command or the distribution that automatically comes from the virtual punch of the submitting CMS id. If you intend for printed output to go into a box in CAPS, you could put the BOX as BOX-nnn in ROOM=, where nnn is the box number. The underscore (_) and equals (=) characters are not valid in the ROOM= option. Valid characters are: 0 through 9, A through Z, and the hyphen (-).

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SUBMITTING JOBS TO VSE

The \$\$ LST STATEMENT

The \$\$ LST statement controls the routing of output. VSE automatically returns printed output to the CMS id that submitted the job. You do not need a \$\$ LST statement in a jobstream unless you want the output to return somewhere other than to your CMS id or you want to specify a form for the print file. There can be multiple \$\$ LST statements in a jobstream. The \$\$ LST statement should follow the \$\$ JOB statement in the jobstream.

The format of the \$\$ LST statement is as follows:

```
* $$ LST DEST=(nodeid,destid),<FNO=ffff,COPY=nn>
```

where

DEST=(nodeid,destid) is the destination to which the output is to be sent. Nodeid is the id of the executing system (MAINE, PORTLAND, etc.) or the id of an RSCS printer, for example, UMAPRT. Destid will be SYSTEM for files going to a printer or the CMS id for files being returned to the user. A DEST of (MAINE, SYSTEM) will cause your print file to print on the printer in UNET. The default setting for DEST is

```
nodeid = Maine
destid = the CMS id of the submitter.
```

Some examples of DEST are:

```
DEST=(MAINE,SYSTEM)    (prints on UNET system printer)
DEST=(UMSPRT,SYSTEM)   (prints on RSCS printer UMSVRT)
DEST=(PORTLAND,CINDY)  (sends to CINDY@PORTLAND)
DEST=(MAINE,CINDY)     (sends to CINDY@MAINE)
```

FNO=ffff specifies the form name (A, S3UP, 9T11) for output. FNO can be a maximum of 4 characters. The default form is A.

COPY=nn specifies the number of copies to be printed. The default is 1.

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SUBMITTING JOBS TO VSE

The // JOB Statement

The // JOB line identifies the start of a job to VSE. Its format is:

// JOB jobname acctcode comment

where jobname is the name of the job. The name must be one to eight alphanumeric characters including any combination of the following: 0 through 9, A through Z, and the hyphen (-).

acctcode is the 6-character UNET account code.

comment is any user text following the account code through column 71.

JOB, jobname, acctcode, and comment must be separated by a space. A comma is not allowed on the job line.

VSE checks the // JOB line for the jobname format and the validity of the account code.

There can be more than one // JOB line in a jobstream.

Comment text on the JOB line that includes the submitter's name and department is helpful if a problem occurs while the job is executing. This information assists the UNET staff trying to resolve the problem.

The \$\$ EOJ STATEMENT

The \$\$ EOJ statement marks the end of a VSE jobstream and is required. It is the last line in the jobstream.

The last three lines in a jobstream should be:

```
/*
/ &
* $$ EOJ
```

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SUBMITTING JOBS TO VSE

Using Tapes in VSE

You can use tapes as a repository of data for your job or as a place to write data from your job. The tape is made available for use in the jobstream with the // MOUNT statement. The syntax of the statement follows.

```
// MOUNT TAPE xxxxxx TAPn READ/WRITE <PASS yyyyyyyy>
```

- xxxxxx - is the tape number. It is usually in the form TOxxxx or USxxxx.
- TAPn - is the tape drive on which the tape is to be mounted. "n" must be 1,2,3,4 or 5.
- Read - indicates the tape will be read. The word READ can be truncated by dropping off any of the letters. Instead of "READ", you can use "R", "RE", or "REA".
- Write - Specifies that tape will be written to and can be read as well. The word WRITE can be truncated by dropping off any of the letters. Instead of "WRITE", you can use "W", "WR", "WRI", "WRIT".
- yyyyyyy- The Read or Write password to the contents of the tape. It can be 8 characters long.

CONTROL STATEMENTS

/INCLUDE fileid

This control statement causes the file named by "fileid" to be inserted into the jobstream. "Fileid" is a filename, filetype, and optionally, a filemode. If a filemode other than asterisk (*) is supplied, SUBMIT will obtain the file from the indicated disk. If the file does not exist on the disk, SUBMIT outputs an error message and stops the submission.

If filemode is omitted, it defaults to asterisk (*).

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SUBMITTING JOBS TO VSE

If SUBMIT does not find the file included, it outputs an error message and stops submission.

Files that are specified with /INCLUDE can themselves use /INCLUDE to include other files. There is no limit to the number of levels SUBMIT will nest /INCLUDE statements. It will not, however, allow a file that has been /INCLUDED to /INCLUDE itself.

Examples:

```
/INCLUDE MY FILE A
/INCLUDE MY FILE *
```

/SPOOL TO VSE options

This control statement enables you to specify any or all of the spooling options (FORM, ROUTE, DIST, and CLASS) from within the submitted text. The /SPOOL statement defines where and how a jobstream will be submitted.

The format of the command is:

/SPOOL TO VSE [(options)]	
OPTIONS	
	Form formid
	Class [class]
	Route [routeid] [OFF]
	Dist [distcode] [OFF]

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SUBMITTING JOBS TO VSE

OPTIONS

Form formid
specifies the FORMID of the file to be submitted.

FORMID tells batch what resource requirements your job will have. If you do not specify a formid on a /SPOOL statement, you will be prompted with the following:

"Form" setting missing
Enter Spool settings - (Enter ? for help. Enter QUIT to quit).

You should respond with:

FORM xxxxx

where xxxxx is the appropriate form for the job.
(See next page for determining which form to use.)

Class class
specifies the CLASS of the file to be submitted.

ROute routeid
specifies the ROUTEID of the file to be submitted.
Use this field to route the jobstream to another CPU, such as from PORTLAND to MAINE. For example, /SPOOL TO VSE FORM A1 ROUTE MAINE

Dist distcode
specifies the distribution code of the file to be submitted. Use this field to identify jobstreams while they are in the reader queue waiting to be run.

Examples: /SPOOL TO VSE FORM B DIST HISTROLL

/PROMPT text

This control statement enables you to insert one line of data into the jobstream.
SUBMIT processes a /PROMPT statement as follows:

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SUBMITTING JOBS TO VSE

/PROMPT text

(continued)

The text following the /PROMPT keyword is displayed on your terminal. The text should prompt you to enter correct data.

Example: /PROMPT Please enter a FAST password.

/INPUT text

This control statement enables you to insert one or more lines of data into the jobstream. The text following the /INPUT keyword is displayed on your terminal. The text should prompt you to enter correct data.

Example: /INPUT Please enter additional data.

WITH WHAT FORM DO I SUBMIT MY JOB?

The formid is used to schedule a job's execution. It is a 4-character code broken down as follows:

Pos 1	Priority
Pos 2	Job Class
Pos 3	Number of Tape Drives
Pos 4	Number of Cartridge Tape Drives

Priority

With Priority you are telling VSE the maximum number of CRUs your job should be allowed to accumulate while running. When a job tries to run beyond the limit you have set, VSE cancels it.

Job Class

Job Class is used to queue jobs by the resources they require. The job class for FAST jobs is normally P. A job class of F causes the job to run after the next FAST update.

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SUBMITTING JOBS TO VSE

A job run with the wrong class may fail because a needed resource wasn't available.

Number of Tape Drives

This position indicates the number of tape drives your job uses.

JOB SCHEDULING

Jobs are scheduled for execution by Priority in ascending order within Job Class. For example, if there are 5 jobs with a class of P queued up for execution, the A's would run, then the B's etc. Jobs with an equal priority and equal class will be run in order of the time of submission.

If your job uses a tape, it may not be run with jobs of the same priority until a tape drive is available.

Example:

CP, CPO - Both mean that this job has a priority of C, need resources associated with a class of P, and doesn't need any tapes.

Note: All trailing zeros disappear when the job is scheduled.

This is a table of Priorities with the associated maximum CRUs for that Priority.

Priority	Maximum Crus
A	1.0
B	2.0
C	5.0
D	10.0
E	20.0
F	50.0
G	100.0
H	200.0
I	300.0
Z	no limit

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AM040 CHART OF ACCOUNTS

PURPOSE:

This report is a listing by campus of all existing seven-digit accounts and selected attribute values for each account. As such, it provides a quick reference for existing accounts and the determination of their attribute values.

COMMENTS:

The standard listing of accounts and attribute information is depicted on the next 3 pages. Accounts are listed in number sequence, followed by flag and attribute data for each account.

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AM040 CHART OF ACCOUNTS

COMPUTER DATE 09/30/92
TIME OF DAY 17:30:26
PGM=AM040

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
CAMPUS

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CHART OF ACCOUNTS

GENERAL LEDGER

ACCOUNT	DFRD	ACCOUNT TITLE	RESPONSIBLE PERSON	YE	TY	AM091	ENDOW	PERM	TEMP
	LZVR			SCH	FD	DIST	DIST ACCT	SHARES	SHARES

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM040 CHART OF ACCOUNTS

COMPUTER DATE 09/30/92
TIME OF DAY 17:30:26
PGM=AM040

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
CAMPUS

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CHART OF ACCOUNTS

SUBSIDIARY LEDGER

ACCOUNT	DFRBDBB	RESPONSIBLE	REV	EXP	CR	CR	CR	CR	TER	90/91
	LZVSRFF	PERSON	CODE	CODE	#1	#2	#3	#4	DTE	DIST
		ADDRESS								

UNIVERSITY OF MAINE SYSTEM
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AM040 CHART OF ACCOUNTS

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx  
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx  
* $$ LST DEST=(node,destid)  
// JOB xxxxxxxx acctcde comment  
/INCLUDE $FASCLVS JCL  
// EXEC AM040  
passwd,T,comment  
/*  
/&  
* $$ EOJ
```

- T=1 Regular Chart
- T=2 The SL continuation with additional attributes
- T=3 Both 1 and 2 above

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AM090 SUBSIDIARY LEDGER ACCOUNT SUMMARY

PURPOSE:

This report is designed for a manager having responsibility for the activity within a specific account. The report deals with a single subsidiary ledger account and provides a summary by object code of the activity within the account during the last month.

The detailed list of transactions for the corresponding month which back up these one-line object code summaries within an account are located in the Report of Transactions (Report AM091).

COMMENTS:

The % Act column (Ledgers 1-3) refers to the year-to-date actual divided by the annual current budget. This is calculated for the current year (CY), last year (LY), and the year prior to the last year (PY).

The % Act/Enc column (Ledgers 4-9) refers to the project-to-date actual plus encumbrance divided by the current budget.

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM090 SUBSIDIARY LEDGER ACCOUNT SUMMARY

A. LEDGERS 1 TO 3

COMPUTER DATE 05/24/87
TIME OF DAY 12:08:24
PGM=AM090

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX

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ACCOUNT SUMMARY REPORT IN WHOLE DOLLARS FOR 05/24/87

N-N-NNNN ACCOUNT TITLE RESP PERSON ADDRESS DEL: N FRZ: N BFD: N REV: ON NO EXP: NO NO TERM: MM/YY
CR1: NN CR2: NN CR3: NN CR4: NN % OF YEAR: NN

OBJ CODE DESCRIPTION BASE BUDGET CURRENT BUDGET CUR MNTH ACTUAL Y-T-D ACTUAL ENCUMBER BALANCE AVAILABLE % ACT CY LY PY

050 STUDENTS

060 INDIVIDUALS

* TOTAL REVENUE *

100 SALARIES

200 WAGES

* TOTAL 1XX - 3XX *

400 SERVICES NON-EMP

403 TOTAL 40X

440 POSTAGE & SHIPPING

490 TRAVEL OUT-STATE

TOTAL 4XX

700 EQUIPMENT <5000

* TOTAL 4XX-8XX *

900 INTERDEPT CREDIT

* TOTAL EXPENSE *

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11/77/2001

TOTAL NET *

UNIVERSITY OF MAINE SYSTEM
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REPORTS

AM090 SUBSIDIARY LEDGER ACCOUNT SUMMARY

B. LEDGERS 4 to 9

COMPUTER DATE 05/24/87
TIME OF DAY 12:08:24
PGM=AM090

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX

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ACCOUNT SUMMARY REPORT FOR 05/24/87

N-N-NNNN	ACCOUNT TITLE	RESP PERSON	ADDRESS	DEL: N	FRZ: N	BFD: N	REV: ON:NO EXP: NO:NO TERM: MM/YY
				CR1: NN	CR2: NN	CR3: NN	CR4: NN TYFD: NN

OBJ CODEDESCRIPTION	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT /ENC
---------------------	-------------	----------------	-----------------	--------------	--------------	----------	-------------------	------------

050	STUDENTS							
060	INDIVIDUALS							
*	TOTAL REVENUE	*						
100	SALARIES							
200	WAGES							
*	TOTAL 1XX - 3XX	*						
400	SERVICES NON-EMP							
403	TOTAL 40X							
440	POSTAGE & SHIPPING							
490	TRAVEL OUT-STATE							
	TOTAL 4XX							
700	EQUIPMENT <5000							
*	TOTAL 4XX-8XX	*						
900	INTERDEPT CREDIT							
*	TOTAL EXPENSE	*						
*	TOTAL NET	*						

UNIVERSITY OF MAINE SYSTEM
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AM091 REPORT OF TRANSACTIONS

PURPOSE:

Subsidiary Ledger Accounts

This report is designed to provide an account manager with a detailed listing of the transactions from which the Account Summary (AM090) is derived. This report is thus the means by which one can identify those specific transactions which yield object code totals on the Account Summary Report. The source of this report is the processed transactions for an account during the given period of time. This report is generated for all account numbers if one or more transactions occurred during the month. While the Report of Transactions will not be produced if transactions were not processed against this account during the month, the Account Summary will be produced, if there is a budget balance, to ensure reporting continuity at the account level.

General Ledger Accounts

This report is designed to provide, by way of account control codes, the status of a general ledger account's assets, liabilities, fund balance, revenues, and expenditures. Data is provided by account control as of the last ending balance, the net of this month's activity and the resulting to-date balance

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM
REPORTS

AM091 REPORT OF TRANSACTIONS

A. SUBSIDIARY LEDGER

COMPUTER DATE 05/24/87
TIME OF DAY 12:08:24
PGM=AM091

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX
REPORT OF TRANSACTIONS FOR 5/31/87

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ACCOUNT TITLE

ACCOUNT N-N-NNNNN

RESP PERSON

OBJ CODE	DESCRIPTION	DATE	TRANSACT TYPE	BUDGET ENTRIES	CURRENT EXPENDED	ENCUMBRANCES	TRANSACTION IDENTIFICATION	REF NO	VENDOR/ ID
-------------	-------------	------	------------------	-------------------	---------------------	--------------	-------------------------------	--------	---------------

NNN

NNN

NNN

UNIVERSITY OF MAINE SYSTEM
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 REPORTS

AM091 REPORT OF TRANSACTIONS

B. GENERAL LEDGER

COMPUTER DATE 05/24/87
 TIME OF DAY 12:08:24
 PGM=AM091

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
 UMX
 GL REPORT OF TRANSACTIONS FOR 5/31/87

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ACCT CONTROL	DESCRIPTION	DATE	TRANSACTION TYPE	PREVIOUS MONTH	CURRENT MONTH	TOTAL TO DATE	TRANSACTION IDENTIFICATION	REF NO	REF NO. 2
NNN	ACCOUNT N-0-NNNNN								
NNN									
NNN									

UNIVERSITY OF MAINE SYSTEM
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AD043 GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS

PURPOSE:

This report is a summary listing by campus of account controls by fund group along with a summary balance sheet by fund group.

COMMENTS:

The standard listing is depicted on the next 3 pages.

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AD043 GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS

COMPUTER DATE 06/08/93
TIME OF DAY 15:35:54
PGM=AD043

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
UMX
GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS
AS OF MM/DD/YY

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CURRENT UNRESTRICTED (10000 'S)	CURRENT DESIGNATED (20000'S)	CURT REST CONT/GRANTS (30000'S)	CURRENT RESTRICTED (40000'S)	LOANS (50000'S)
---------------------------------------	------------------------------------	---------------------------------------	------------------------------------	--------------------

ACCT CTL

SECTION H

UNIVERSITY OF MAINE SYSTEM
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AD043 GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS

COMPUTER DATE 06/08/93
TIME OF DAY 15:35:54
PGM=AD043

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
UMX
GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS
AS OF MM/DD/YY

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ACCT CTL	ENDOWMENT (60000 'S)	UNEXPENDED PLANT (70000'S)	INVESTMENT IN PLANT (80000'S)	AGENCY (90000'S)	TOTAL
----------	-------------------------	----------------------------------	-------------------------------------	---------------------	-------

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AD043 GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS

COMPUTER DATE 06/08/93
TIME OF DAY 15:35:54
PGM=AD043

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
UMX
GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS
ROUNDED THOUSANDS OF DOLLARS FOR THE MONTH OF MM/DD/YY

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----- YEAR TO DATE CHANGE -----
NET REVENUE TOTAL
CHANGE

FUND GROUP	ASSETS	LIABILITIES	FUND BALANCE	ADDITIONS	DEDUCTIONS	NET REVENUE	TOTAL CHANGE
------------	--------	-------------	--------------	-----------	------------	-------------	--------------

CURRENT UNRESTRICTED

CURRENT DESIGNATED

CURRENT CONT/GRANTS

CURRENT RESTRICTED

LOANS

ENDOWMENT

UNEXPENDED PLANT

INVESTMENT IN PLANT

AGENCY

TOTAL

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AD043 GENERAL LEDGER SUMMARY OF ACCOUNT CONTROLS

JOB STREAM

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=XXXXXXXX,ROOM=XXXXXXXX
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
// EXEC AD043
PGM=AD043,mm/dd/yy,c,pointer=nn,value=zzz...zz
/*
/&
* $$ EOJ
```

pgm=ad043,MM/DD/YY,C,pointer=NN,value=ZZZ..Z

There are three possible control card formats that the program will accept.

1. pgm=ad043,MM/DD/YY

Report printed by campus with a page break between campuses. The date entered on the control card is printed at the top of the report.

2. pgm=ad043,MM/DD/YY,C

The field 'C' specifies a particular campus. The report will be printed for the particular campus requested. A campus value of U prints a consolidated report for all campuses.

3. pgm=ad043,MM/DD/YY,C,pointer=NN,value=ZZZ..Z

(pointer=NN, value=ZZZ..ZZ) = Dictionary pointer and value to be used to select accounts for inclusion in the report.

NN = Dictionary Pointer
ZZZ..ZZ = Value for Dictionary Pointer

If the above format is used, only those accounts with Dictionary Pointer = NN with a value of ZZZ..ZZ will be represented in the report.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM009 OPEN ENCUMBRANCE LISTING

PURPOSE:

This report is designed to provide a campus with a complete listing by account of all outstanding encumbrances. This report is a consolidation of encumbrance activity on a campus as backed up by individual Account Summary Reports (AM090). It is thus designed for the campus office which is responsible for processing and monitoring encumbrance transactions.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM009 OPEN ENCUMBRANCE LISTING

SAMPLE REPORT

COMPUTER DATE 06/08/93
TIME OF DAY 10:53:20
PGM=AM009

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
UMX

REPORT PAGE 1
CAMPUS PAGE 1

OPEN ENCUMBRANCE LISTING AS OF MM/DD

ACCOUNT
NUMBER

REF
NO.

TRANS.
DATE

DESCRIPTION

DATE

CREATED

ORIGINAL
ENCUMBRANCE

DATE

LAST ACT
DATE

DROP
FLAG

* ACCOUNT TOTAL *

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM009 OPEN ENCUMBRANCE LISTING**JOB STREAM**

```

/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
//INCLUDE $FASCLVS JCL
// EXEC AM009
passwd
PGM=AM009,MM/DD/YY,C,P.O. SEQ
Requests
/*
/&
* $$ EOJ

```

MM/DD/YY = Date which will print on report (month, day, year).

C = Place Campus Identifier here if the report is to pertain to one specific campus. If the 'C' field is blank, the report will be printed for all campuses with each campus having a separate report.

P.O. SEQ = Designates that the report is to be printed in P.O. number sequence. When omitted, the report is printed in account number sequence.

REQUESTS

The general format is



COLUMN



COLUMN

LOWER LIMIT (1-16)
 A=10-DIGIT ACCT NO. (1 -10)
 C= 6-DIGIT P.O. NO. (11-16)

UPPER LIMIT (17-32)
 B=10-DIGIT ACCT NO. (17-26)
 D= 6-DIGIT P.O. NO. (27-32)

1. If range of ACCT/P.O. Numbers desired, place zeros in lower limit and nines in upper limit.
2. If single Account and P.O. No. desired, use lower limit.

The request line is mandatory.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY

INTRODUCTION

The transaction formatted display allows users of FAST access to a yearly transaction file and provides formatted displays of transactions. Transactions are dumped in order of processing date within account and are subtotaled by the first-digit of the Account Control/Object Code. The following page shows the general layout of the transaction display. Following this sample report is detailed documentation on how to request transaction displays and examples of requests.

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY

SAMPLE REPORT

COMPUTER DATE 10/15/92
TIME OF DAY 11:25:48
PGM=AD043

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT

COMPUTER PAGE 2

UMX
YEAR-TO-DATE TRANSACTIONS

REQUEST # 1

**ACCOUNT=C-L-NNNN TO C-L-NNNN : NNN TO NNN DATE=MM/DD/YY TO MM/DD/YY EC=XXX
**VENDOR=NNNN CAMPUS=X FILE=SL AMOUNT= N.NN TO NNNNNNN.NN

ACCOUNT CPU DATE EC REF1 DOC DATE DESCRIPTIONAMOUNT CONTRA ACCT. REF2 VENDOR

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**INPUT**

Transactions can be selected as follows:

- a. **BY ACCOUNT** - For a specific account or a series of accounts (6211256 or 6100000:6199999).
- b. **BY CPU PROCESSING DATE** - For a specific date or inclusive dates (DATE=MMDDYY OR DATE=MMDDYY:MMDDYY).
- c. **BY ENTRY CODE** - For a specific entry code or several entry codes (EC=XX OR EC=XX:XX:XX).
- d. **BY CAMPUS** - This element must be in the job stream to identify the campus eligible for display (CAMPUS=6).
- e. **BY VENDOR ID** - For a specific vendor ID or all vendor ID's (VENDOR=XXXXXX or VENDOR=ALL).
- f. **BY OBJECT CODE/ACCOUNT CONTROL** - For a specific object code/account control or inclusive object codes/account controls (OBJECT=200:200 or OBJECT=200:400).
- g. **BY AMOUNT** - (AMOUNT=1000.00 or AMOUNT=1000.00:5000.00)
AMOUNT=1000.00 will give you all transactions greater than 1000.00.
- h. **BY FILE** - For a specific file (GL or SL).
- i. **ALL** - Specifies that a total file display is to be produced.

HERE ARE SOME SAMPLE INPUTS

**CAMPUS=6 VENDOR=12345 EC=20:30:40
6010000:6199999**

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**INPUT**

- a. TRANSACTIONS AGAINST 6010000 THROUGH 6199999
 - (1) VENDOR ID OF 12345
 - (2) EC OF 20 OR 30 OR 40

**CAMPUS=6 EC=40:60 AMOUNT=1000.00
6534000**

- a. TRANSACTIONS AGAINST 6534000
 - (1) EC OF 40 OR 60
 - (2) AMOUNTS EQUAL TO OR GREATER THAN 1000.00

All data except account number selection are on the first line of input and account selection data are on subsequent lines.

When making requests against a yearly transaction file, the user should be aware that not all transactions processed in the year are represented on the yearly file. Transactions maintained on the yearly file are as follows:

- (1) Only those transactions processed by AD010 are collected.
- (2) Only those transactions processed against the general or subsidiary ledgers are collected.
- (3) Only those transactions whose entry code is greater than 12 and not 23 are collected.
- (4) Only direct transactions or transactions going to suspense are collected.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY

INPUT

RUN DATE INPUT ENTRY:

The Run Date Input Entry must be the first input to the transaction formatted display. It must be started in column one of the first input line and must appear exactly as shown.

RUN DATE=MM/YY

MMYY The latest date that the transactions on the yearly file represent.

The transaction collection program accepts as input a date that represents the date of latest transaction activity within the yearly transaction file that will be created. This date is stored within the file. The run date supplied to the transaction formatted display must match the date prestored within the yearly transaction file in order to gain access to the yearly transaction file.

Input to the transaction formatted display consists of an entry line detailing selection characteristics followed by as many as 200 account selection requests.

SELECTION CHARACTERISTICS:

The selection characteristics entry can contain any of the following selection elements. Selection elements may appear in any order on the entry line and must be separated from each other by at least one blank. Omission of any selection element will define no selection from that element. The selection elements are detailed below:

- 1) CPU Processing Date Range Selection Element

Format: DATE=MMDDYY:MMDDYY

The CPU processing date range selection element, when present, specifies a selection of transactions based upon the CPU processing date. The CPU processing date is the date that the transaction was submitted to FAST. It is not the date that was entered on the transaction by control personnel. The MMDDYY data fields are to contain the beginning and ending dates. All transactions whose CPU processing date falls within the range of the two dates are made eligible for display.

Format: DATE=MMDDYY

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY

INPUT

Only those transactions whose CPU processing date matches the supplied date are made eligible for display.

2) Campus Selection Element

Format: CAMPUS=X

The campus selection element is the only element that must appear on the selection characteristics entry. The element defines the campus from which transactions are to be made eligible for display. The data field(x) can contain any one of the eight campus codes or a universal code.

1 = UMA
2 = UMF
3 = UMFK
4 = UMM
5 = UM
6 = USM
7 = UMPI
8 = CO/SWS
U = All Campuses

3) Entry Code(s) Selection Element

Format: EC=XX:XX:XX:...

The entry code(s) selection element, when present, defines the set of entry codes that the transaction formatted display is to use as allowable entry code values in the determination of transaction eligibility or display. Up to ten entry codes can be specified, only those transactions whose entry code matches one of the specified values will be made eligible for display. Allowable entry code values are as follows:

- A) Entry code value must be greater than 12
- B) Entry code value must be less than 70
- C) Entry code value cannot be 23

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**INPUT**

4) Vendor ID Selection Element

Format: VENDOR=XXXXXX

The vendor ID selection element, when present, defines a selection by vendor ID. All transactions whose vendor ID value matches the supplied value (XXXXXX) will be made eligible for display.

Format: VENDOR=Blank

A blank vendor ID is a special case to the transaction formatted display. Should the user wish to select a blank vendor ID, the literal 'Blank' must be the supplied value (XXXXX).

5) Object Code/Account Control Range Selection Element

Format: OBJECT=NNN:NNN

The object code/account control range selection element, when present, defines a selection of transactions based upon transaction object code or account control. All transactions that were targeted at account records whose object code or account control lie within the specified range will be made eligible for display. The supplied object code/account control value can appear in one of four formats.

NNN:

Example OBJECT=542:542

Selection would be made on those transactions targeted at an object code/account control of 542.

NNN:NNN

Example OBJECT=300:620

Selection would be made on those transactions targeted at the specified range of object codes/account controls.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**INPUT**

When the object code/account control range selection element is present, it will function in conjunction with the other parametric data that constitute the run. When account selection requests are omitted, the object code/account control selection element will define an absolute selection on the specified object codes. It is assumed that this type of processing is intended to work against the subsidiary or general ledger - never both. The transaction formatted display requires the inclusion of the file selection entry when account requests are omitted and Object is specified. When account selection requests are present, the transaction formatted display assumes that the object code/account control range selection element will modify and qualify all account selection requests that are targeted against a seven-digit account. Ten-digit account selection requests that fall outside the object code/account control range are considered valid and processed.

6) File Selection Element

Format: FILE=XX

The file selection element functions as a modifier to the object code/account control range selection element when account selection requests are absent. The file selection element, when present, specifies the file (general or subsidiary) against which transaction processing is to occur. The possible data values (XX) are GL (general ledger) or SL (subsidiary ledgers). Specification of the file selection element is permissible only when account selection request are absent and the object code/account control range selection element is present. Violation of either or these rules will result in the termination of the run.

7) Amount Range Selection Element

Format: AMOUNT=XXXXXXXX.XX:XXXXXXXX.XX

The amount range selection element, when present, specifies selection of the transactions based upon the amount of each transaction. The XXXXXXXX.XX data fields are to contain the lowest and highest limiting amounts. All transactions for which the absolute value of the amount falls within the range of the two limits are made eligible for display. The fields may be shortened as long as a decimal point is included.

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY

INPUT

Format: AMOUNT=XXXXXXXXXX.XX

A range is defined with 99999999.99 as the upper limit and the amount provided as the lower limit.

8) All Selection Element

Format: ALL

The all selection element, when present, specifies that a total file display is to be performed. Account selection is defined as invalid and inclusion of any account selection requests will be diagnosed as erroneous and will cause a termination of the run. When the all selection element is supplied, a transaction will be displayed only if the transaction satisfies all default selection elements. Omission of the all selection element defines a run based upon account selection requests. When the all selection element is omitted and account selection request are not present, the transaction formatted display produces a diagnostic and terminates.

9) Account Selection Requests

Format: XXXXXXXX:XXXXXXX

Account selection requests define the account(s) for which transactions are to be displayed.

XXXXXXX

This element defines a seven-digit account for which transactions are to be made eligible for display.

XXXXXXX:XXXXXXX

This element defines a range of seven-digit accounts for which transactions are to be made eligible for display. The XXXXXXXX data fields are to contain the beginning and ending accounts. Transactions processed against seven-digit accounts that fall within the specified range will be made eligible for display.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**SAMPLE JOB STREAMS**

The following job is used to read transactions from the current year file.

```
/SPOOL TO VSE FORM xP1 DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
/INCLUDE TAPENOV5 JCL
// EXEC DSPLYTRN
passwd
/INCLUDE RUNDATA DATA
CAMPUS=c... (optional selection characteristics)
/INPUT PLEASE ENTER SEVEN-DIGIT ACCOUNT NUMBERS
/*
/&
* $$ EOJ
```

c is the campus

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

TRANSACTION DISPLAY**SAMPLE JOB STREAMS**

The following job is used to read transactions for a prior year.

```
/SPOOL TO VSE FORM xP1 DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
/INCLUDE TAPEnnVS JCL
// EXEC DSPLYTRN
passwd
RUNDATE=mm/yy,INPUT=TAPE
CAMPUS=c... (optional selection characteristics)
/INPUT PLEASE ENTER SEVEN-DIGIT ACCOUNT NUMBERS
/*
/&
* $$ EOJ
```

nn in TAPEnnVS is the fiscal year of the transactions
mm/yy is the year end date for the fiscal year
c is the campus

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

INTRODUCTION

CICS provides a user friendly method for displaying up-to-date information about the status of an account. This documentation is intended to illustrate the functions of the on-line CICS account snapshot capabilities.

Employees who require use of this capability must receive approval from their campus business manager, who will see that the system is activated for the employee's needs. Security is maintained by the following:

1. Inclusion of account numbers
2. Authorization of functions
3. Display (inquiry only) or Entry (updating).

The following three pages show the general layout of the account snapshot display for subsidiary ledger and general ledger accounts. Following the three examples is detailed documentation on how to use CICS to display information about individual accounts.

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

SAMPLE REPORTS

A. LEDGERS 1 TO 3

FAST RUSS L440 14:17 06/25/87 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: N-N-NNNN ACCOUNT TITLE RESP PERSON

DEL: N FRZ: N REV: 0NN0 EXP: N0N0 TERM: MM/YY CR1: NN CR2: NN CR3: NN CR4: NN

OBJ CDE REV	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE
-------------------	----------------	-------------------	--------------------	-----------------	----------	----------------------

1XX
2XX
3XX
1-3
4XX
5XX
6XX
7-8
4-8
9XX
TOT
NET

REQ: FAST AS D ACCT: NNNNNN OBJ: SUM OPT: _ EC: _____ DATE: _____

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

SAMPLE REPORTS

B. LEDGERS 4 TO 9

FAST RUSS L440 14:17 06/25/87 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: N-N-NNNN ACCOUNT TITLE RESP PERSON

DEL: N FRZ: N REV: 0NN0 EXP: N0N0 TERM: MM/YY CR1: NN CR2: NN CR3: NN CR4: NN

OBJ	CURRENT	CUR MNTH	YTD	PTD	PTD	PTD BALANCE
CDE	BUDGET	ACTUAL	ACTUAL	ACTUAL	ENCUMBER	AVAILABLE
REV						

1XX
2XX
3XX
1-3
4XX
5XX
6XX
7-8
4-8
9XX
TOT
69X
EXP
NET

REQ: FAST AS D ACCT: NNNNNNN OBJ: SUM OPT: _ EC: _____ DATE: _____

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REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

SAMPLE REPORTS

C. GENERAL LEDGER

****FAST** RUSS L8B0 08:46 09/21/87 ACCOUNT SNAPSHOT DISPLAY**

ACCOUNT: N-0-NNNNN ACCOUNT TITLE RESP PERSON

DEL: N FRZ: N

ACCOUNT CONTROL	BEGINNING OF YEAR BALANCE	BEGINNING OF MONTH BALANCE	CURRENT MONTH	CURRENT BALANCE
110 CASH				
310 FUND BALANCE				
49X TRANSFERS IN				
59X TRANSFERS OUT				
910 REVENUE BUDGET				
911 EXPENSE BUDGET				
931 REVENUE ACTUAL				
952 EXPENSE ACTUAL				

REQ: FAST AS D ACCT: N0NNNNN OBJ: SUM OPT: _ EC: _____ DATE: _____

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REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

Accessing FAST via CICS

1. You must connect with the UNET Technology. When you get the screen below, you must enter **D VTAM** on the Command line.

UNET- MAINE

```

UUUUU
UUU      UUU
UUU  MMMMMMMM      MMMMMMMM
UUU  MMMMMMMMMM      MMMMMMMMMM
UUU      MMMMMMMM      MMMMMMMM
UUU      MMMMM MM      MM MMMMM
UUUUUU  MMMMM  MM  MM  MMMMM
UUUUU  MMMMM      MMM  MMMMM
      MMMMM      MM      MMMMM  SSSSS
      MMMMM      MMMMM  S  SSS
      MMMMM      MMMMM  S  SS
      MMMMM      MMMMM  SSS
      MMMMMMMM      MMMMMMMMMM  SSSS
      MMMMMMMM      MMMMMMMMMM  SSS
                                SSS  SSS
                                SSSSSS

```

University
of
Maine
System

UNET
Technology
Services

Fill in your **USERID** and **PASSWORD** and press **ENTER**
(Your password will not appear when you type it)

USERID ===>
PASSWORD ===>

COMMAND ===> D VTAM

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

Accessing FAST via CICS

2. The following screen will appear and you must enter C2 for FAST

VTAM APPLICATION SELECTION MENU (VM)

Type one of the codes below and press the ENTER key.

<u>Code</u>	<u>Destination</u>
C1	CICS1 Student Information: ISIS
C2	CICS2 Financial Applications: VSEPROD
Q	Quit

Code: C2

A screen will appear requesting SIGNON and PASSWORD.

3. After entering your **SIGNON** and **PASSWORD**, the screen will display the following:

ENTER TRANSACTION FOR DESIRED FUNCTION, OR HIT ENTER KEY FOR TRANSACTION LIST

CICS TRANSACTION: MENU

4. Enter **FAST** after CICS transaction: (type over MENU)

After typing **FAST** the screen will display the following:

REQ: FAST SS D ACCT: _____ OBJ: ___ OPT: _ EC: _____ DATE: _____

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

Accessing FAST via CICS

5. Press **RETURN** and you will see the following FUNCTION SELECTION DISPLAY:

```

**FAST**SIGNONAO63 13:18 06/23/92      FUNCTION SELECTION DISPLAY

  REQUESTS  SCREEN TITLE          REQUESTS  SCREEN TITLE
  SS D      FUNCTION SELECTION    PP D      AP-PURCHASING
  LD D      LOG MESSAGE           YS D      YE ACCOUNT SNAPSHOT
  AS D      ACCOUNT SNAPSHOT      YT D      YE ACCOUNT ATTRIBUTE
  AT D      ACCOUNT ATTRIBUTE     YD D      YE TRANSACTION
  OC D      OPEN COMMITMENT
  TD D      TRANSACTION
  JV D/E    JOURNAL VOUCHER
  BU D      BUDGET ENTRY
  CF D/E    BUDGET CONTROL
  
```

REQ: FAST SS D ACCT:_____ OBJ:___ OPT:_ EC:_____ DATE:_____

6. You may select any of the screens which have been authorized for your SIGNON.
7. **FIELD DEFINITIONS FOR REQUEST LINE:**
- a. **FAST __ D:** Enter the 2 characters for the screen function you wish to view.
 - b. **ACCT: _____:** Enter the seven-digit account number you wish to review.
 - c. **OBJ:___:** Enter the three-digit object code or account control. If you enter ALL, you will see all object codes or account controls. If you enter SUM, you will see a one-digit summary of all object codes or account controls.
 - d. **OPT:_** This field is used for the following:

D = Detail for two-digit object code or account control in the AS screen.

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REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**Accessing FAST via CICS**

S = Summary for one- or two-digit object code or account control in the AS screen.

P = Prior month transactions in the TD screen.

- e. **EC:_____**: This field is for entry code; for the TD screen it is for budget (BUD) or actual (ACT) selection.
- f. **DATE:_____**: This field is for the CPU date selection. It is used with the TD screen only. If you enter ALL, you will see all transactions for the month selected.
8. **PAGE CONTROL.** If a request requires more than one screen for display, the first screen will be displayed, and you will be prompted to select other pages by number. When you do not want to see any other pages, enter a next page selection of 00. A warning message will be displayed on pages greater than fifteen (15) requesting the user to review the selection criteria. Fifty (50) pages will be the maximum number of pages allowed for any one selection.
9. **MODIFYING REQUEST LINE VALUES.** When the request line is present, any of the values may be changed.
10. **EXITING FAST.** FAST may be exited by changing FAST on the request line to the name of another CICS system, or replacing FAST with SYSF.
11. **EXITING CICS.** You can exit CICS by replacing MENU with SYSF.

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**ACCOUNT SNAPSHOT****INTRODUCTION**

To assist management in monitoring an account's current status, a snapshot has been developed that will provide the immediate display of account information. This feature will permit the determination of the impact of transactions on an account's balance prior to processing the transactions. It will also assist in complying with the requirement that funds be transferred into an account before processing any transaction that would otherwise cause a deficit. This snapshot has been designed so that it can be displayed on an 80-character computer screen.

SUMMARY

The format for the snapshot varies depending on the type of account being requested. Attached are sample snapshot formats for the various types of accounts.

Snapshots may be requested at varying levels of detail. The following provides a summary of the levels of detail that are permitted:

(1) Summary Display (sum)

This display provides a summary of the entire account based on a predetermined grouping of object codes or account controls.

(a) Subsidiary Ledger

The following summary lines will print when there is activity in the indicated object code groupings:

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

ACCOUNT SNAPSHOT

SUMMARY

(continued)

REV
1XX
2XX
3XX
1-3
4XX
5XX
6XX
7-8
4-8
9XX
TOT
69X
EXP
NET

(b) General Ledger

The following summary lines will print when there is activity in the indicated account control groupings:

110	Cash
130	Accts Receivable
1XX	Other Assets
2XX	Liabilities
3N0	Fund Balance
4XX	Additions
49X	Transfers In
5XX	Deductions
59X	Transfers Out
91N	Revenue Budget
91N	Expense Budget
93N	Revenue Actual
95N	Expense Actual

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REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**ACCOUNT SNAPSHOT**

NOTE: The N in the account control will vary depending on the Fund group to which the account belongs.

(2) Object Code Display

This display provides the capability of reviewing a single subset of object codes or account controls within an account. The subset may be chosen as a detail option or as a summary option. A detail option will print all three-digit object codes within the requested object code series. A summary option will print one line which includes all object codes associated with the option.

(a) Summary Option (OPT:S)

Any one- or two-digit object code or account control range may be selected to be printed in the summary option mode.

(b) Detail Option (OPT:D)

Any one- or two-digit object code or account control range may be selected for printing using the detail option, i.e. (4XX, 42X, 43X).

(3) All Option (OB.J: ALL)

The entry of All in the object code field will allow printing of all the account controls or object codes for the entire account.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**ACCOUNT SNAPSHOT****EXAMPLE OF "AS" SCREEN FOR A RESTRICTED GL & SL ACCOUNT**

FAST SIGNON A007 16:04 07/06/92 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: 9-0-42150 HORSEFLY SURVEY JOHN DOE
DEL: 0 FRZ: 0

ACCOUNT CONTROL	BEGINNING OF YEAR BALANCE	BEGINNING OF MONTH BALANCE	CURRENT MONTH	CURRENT BALANCE
110 CASH	0.00	9,416.28	9,216.67-	199.61
340 FUND BALANCE	0.00	9,416.28-	9,216.67	199.61-
913 REVENUE BUDGET	0.00	10,000.00-	0.00	10,000.00-
914 EXPENSE BUDGET	0.00	10,000.00	0.00	10,000.00
936 REVENUE ACTUAL	0.00	10,000.00-	0.00	10,000.00-
956 EXPENSE ACTUAL	0.00	583.72	9,216.67	9,800.39

REQ: FAST AS D ACCT: 9042150 OBJ: SUM OPT: D EC: _____ DATE: _____

FAST SIGNON A007 16:04 07/06/92 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: 9-6-42150 HORSEFLY SURVEY JOHN DOE
DEL: 0 FRZ: 0 REV: 0420 EXP: 3010 TERM: 07/92 CR1: 03 CR2: 05 CR3: 19 CR4: 05

OBJ	CURRENT BUDGET	CUR MNTH ACTUAL	YTD ACTUAL	PTD ACTUAL	PTD ENCUMBER	PTD BALANCE AVAILABLE
REV	10,000.00-	0	10,000-	10,000.00-	0.00	0.00
1XX	0.00	200	200	200.01	0.00	200.01-
3XX	0.00	400	400	400.00	0.00	400.00-
1-3	0.00	600	600	600.01	0.00	600.01-
4XX	10,000.00	8,616	8,807	8,807.63	0.00	1,192.37
6XX	0.00	0	392	392.75	0.00	392.75-
4-8	10,000.00	8,616	9,200	9,200.38	0.00	799.62
TOT	10,000.00	9,216	9,800	9,800.39	0.00	199.61
69X	0.00	0	0	0.00	0.00	0.00
EXP	10,000.00	9,216	9,800	9,800.39	0.00	199.61
NET	0.00	9,216	199-	199.61-	0.00	199.61

REQ: FAST AS D ACCT: 9642150 OBJ: SUM OPT: D EC: _____ DATE: _____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

ACCOUNT SNAPSHOT

EXAMPLE USING THE SUMMARY AND DETAIL OPT: IN "AS" SCREEN

FAST SIGNON A126 14:18 06/23/92 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: 9-6-42150-48X HORSEFLY RESEARCH JOHN DOE
DEL: 0 FRZ: 0 REV: 0310 EXP: 4060 TERM: 06/92 CR1: CR2: CR3: CR4:

OBJ	CURRENT	CUR MNTH	YTD	PTD	PTD	PTD BALANCE
CDE	BUDGET	ACTUAL	ACTUAL	ACTUAL	ENCUMBER	AVAILABLE
480	2,500.00	14	2,481	2,481.41	0.00	18.59
481	500.00	0	473	473.01	0.00	26.99
482	1,500.00	0	214	214.97	0.00	1,285.03

REQ: FAST AS D ACCT: 9642150 OBJ: 48X OPT: D EC: _____ DATE: _____

FAST SIGNON A126 14:18 06/23/92 ACCOUNT SNAPSHOT DISPLAY

ACCOUNT: 9-6-42150-48X HORSEFLY RESEARCH JOHN DOE
DEL: 0 FRZ: 0 REV: 0310 EXP: 4060 TERM: 06/92 CR1: CR2: CR3: CR4:

OBJ	CURRENT	CUR MNTH	YTD	PTD	PTD	PTD BALANCE
CDE	BUDGET	ACTUAL	ACTUAL	ACTUAL	ENCUMBER	AVAILABLE
48X	4,500.00	14	3,169	3,169.39	0.00	1,330.61

REQ: FAST AS D ACCT: 9642150 OBJ: 48X OPT: S EC: _____ DATE: _____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

ACCOUNT ATTRIBUTE

INTRODUCTION

To assist management in their monitoring of an account's current attribute values, a snapshot has been developed that will provide the immediate display of account information. This will allow you the chance to review the attributes of an account and decide which of them need to be updated.

FORMAT

The screen displays the account number, name and responsible person on the first line. The second line shows the status of all the attribute flags. Zero means the flag is off and a one means the flag is on. The rest of the page shows a single attribute per line and the value that has been assigned to that attribute.

REQ: FAST AT D ACCT:_____ OBJ:___ OPT:_ EC:_____ DATE:_____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

ACCOUNT ATTRIBUTE

EXAMPLE OF "AT" SCREEN

```

**FAST**  SIGNON  A056 15:12 06/22/92  ACCOUNT ATTRIBUTE DISPLAY

ACCOUNT: 9-3-18920  BUSINESS STUDIES  DOE JOHN
***** FLAGS *****
DEL: 0  FRZ: 0  REV: 0  BUD SUP: 1  DROP: 0  BUD REALL: 1  BAL FWD: 0
***** ATTRIBUTES *****
000 DESCRIPTION  BUSINESS STUDIES
000 RESPONSIBLE PERSON  DOE JOHN
000 RESPONSIBLE PERSON ADDR  BUSINESS BLDG
000 TYPE FUNDING  05
000 REVENUE/EXPENSE  REV  0920  EXP 9020
000 CAMPUS RESPONSIBILITY  CR1:  CR2:  CR3:  CR4:
000 MAJOR SOURCE  01
000 TERMINATION DATE  0692
000 DIST 90/91  080
001 MINOR SOURCE/FED CAT NO  F05  /  84178
001 DEPARTMENT CODE  000
001 BIRTH DATE  0691
001 GRANTOR RESTRICTIONS
001 CLOSING ACCOUNT NUMBER
001 GRANT NUMBER  G008720053

```

REQ: FAST AT D ACCT: 9318920 OBJ: SUM OPT: D EC: _____ DATE: _____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**OPEN COMMITMENTS****INTRODUCTION**

The open commitment screen was developed to give managers a chance to review all open encumbrances within an account. The screen shows everything which is open at the present time and is the detail in support of the summary.

FORMAT

The screen will display either all object codes, a range of object codes or a single object code within an account. It lists all open encumbrances and all encumbrances that have been completed during the current month. Each encumbrance displays the P.O. number, the original CPU date, the description, the original date of the encumbrance, the original amount, the date of the last change, the current open amount and a one in the last column to indicate that the transaction has been completed.

This information is listed by object code with an object code total for any item containing two or more entries. It also gives you a request total which will be the total of all object codes. Both the object code totals and the request totals will agree to the appropriate totals on the account snapshot screen.

REQ: FAST OC D ACCT:_____ OBJ:___ OPT:___ EC:_____ DATE:_____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

OPEN COMMITMENTS

EXAMPLE OF "OC" SCREEN

FAST SIGNON A056 15:17 06/22/92 OPEN COMMITMENT DISPLAY

ACCOUNT: 9-3-18920 BUSINESS STUDIES DOE JOHN DEL 0 FRZ 0

CODE	PO NO	DATE	DESCRIPTION	ORG DATE	ORG AMOUNT	CHANGE	BALANCE F
100	PAYROL	08/09	PAYROLL ENCUMBRANCE	08/10/91	20,166.63	05/23	3,612.29
101	PAYROL	01/14	PAYROLL ENCUMBRANCE	01/15/92	10,199.76	05/23	1,699.98
104	PAYROL	12/17	PAYROLL ENCUMBRANCE	12/18/91	2,916.48	05/23	2,083.29
190	EMPBEN	07/31	FB	08/02/91	1,122.87	05/29	2,248.89
200	PAYROL	01/14	PAYROLL ENCUMBRANCE	01/15/92	5,434.00	06/10	836.00
		*****	REQUEST TOTAL	*****			10,480.45

REQ: FAST OC D ACCT: 9318920 OBJ: ALL OPT: D EC: _____ DATE: _____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

TRANSACTION DISPLAY

INTRODUCTION

The transaction display screen is designed to give support to budget changes and the current actual column of the account snapshot screen. This will allow the ability at any time during the month to review the activity within an account for the current or previous month. The transaction file used in this display will be current each time an account is updated.

FORMAT

The transaction screen will allow you to display transactions with the following selections:

- (a) All current (OPT: D) or previous (OPT: P) months transactions by date posted.
- (b) By an object code or an object code range.
- (c) By the transaction entry code or an entry code range. The screen is made up of two separate displays, one for budget transactions and another for actual transactions.
- (d) By the CPU date or a range of CPU dates.

The budget screen is available by entering "BUD" in the EC field or "21", or any other 2X entry code. The format shows the object code, the entry code, the update code (CPU date), the description, the document date, the reference #1 field (this will be the budget change form reference number) and the amount of the change. Totals will be made for any object code having more than one transaction and a request total.

The screen for actual transactions requires an "ACT" in the EC field, or any valid entry code other than the 2X series. A range of EC's may be used to minimize the request. (3X, 4X will display all entry codes from 30 to 49; 3X, 6X will display all entry codes 30-39 and 60-69).

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

TRANSACTION DISPLAY

EXAMPLE OF BUDGET TRANSACTIONS IN "TD" SCREEN

```

**FAST**  SIGNON  A056 15:23 06/22/92          TRANSACTION DISPLAY
ACCOUNT: 9-3-18920  BUSINESS STUDIES  DOE JOHN  DEL 0  FRZ 0

CODE  EC  UPDATE  DESCRIPTION  DOCDATE  REF 1  AMOUNT  REF 2
  100  26   06/13   ADD'L      06/12   590809  10,547.00
  190  26   06/13   ADD'L      06/12   590809   2,743.00
  420  26   06/13   ADD'L      06/12   590809    684.00
  480  26   06/13   ADD'L      06/12   590809   1,041.00
  670  26   06/13   ADD'L      06/12   590809    128.00
  690  26   06/13   ADD'L      06/12   590809   6,964.00
  696  26   06/13   ADD'L      06/12   590809    348.00-
  699  26   06/13   ADD'L      06/12   590809    759.00-
*****REQUEST TOTAL *****
                                     21,000.00

```

REQ: FAST TD D ACCT: 9318920 OBJ: ALL OPT: D EC: BUD__ DATE: ALL_____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

TRANSACTION DISPLAY

EXAMPLE OF ACTUAL TRANSACTIONS IN "TD" SCREEN

```

**FAST** SIGNON      A121 13:58 06/23/92      TRANSACTION DISPLAY
ACCOUNT: 9-3-18920  BUSINESS STUDIES      DOE JOHN      DEL 0  FRZ 0
CODE   EC   UPDATE   DESCRIPTION   DOCDATE   REF1  AMOUNT   REF 2  VENDOR ID
200    44    06/10    PAYROLL EXPENSE   06/06    900001  417.99
400    40    06/04    PATRICIA WILLIA   05/22    1,000.00  78775
      40    06/05    ELIZABETH TRACE   05/29    350.00   72621
      40    06/06    PAUL MALINSKI     06/01    350.00   44823
      40    06/17    GEORGIA CARROLL   06/09    100.00   13044
      40    06/17    LYNNE MILLER      06/09    100.00   48104
      40    06/23    CASE              06/08    500.00   006892   13193
400    *****OBJECT CODE TOTAL **      2,400.00
408    40    06/04    PATRICIA WILLIA   05/22    107.52   78775
      40    06/05    ELIZABETH TRACE   05/29    140.30   72621
      40    06/06    PAUL MALINSKI     06/01    130.71   44823
      40    06/18    ALFRED'S          05/19    252.00   01353
408    *****OBJECT CODE TOTAL **      630.53
410    40    06/04    ASCD              05/26    69.00   04728
      40    06/06    NECEL             05/29    30.00   50216
410    *****OBJECT CODE TOTAL **      99.00

```

NEXT PAGE: 02 CURRENT PAGE: 01

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

TRANSACTION DISPLAY

EXAMPLE OF ACTUAL TRANSACTIONS IN "TD" SCREEN

```

**FAST** SIGNON      A121 13:58 06/23/92      TRANSACTION DISPLAY
ACCOUNT: 9-3-18920  BUSINESS STUDIES      DOE JOHN      DEL 0      FRZ 0
CODE      EC      UPDATE      DESCRIPTION      DOCDATE      REF 1      AMOUNT      REF 2      VENDOR ID
411      40      06/05      BEST WESTERN BL      06/01      133.64      07912
          60      06/06      IDT TRANSFER      06/04      165.00      2046      ANN
          60      06/10      5/21/92 SUPERIN      06/08      98.61      2056      ANN
          40      06/18      ALFRED'S      05/19      228.54      01353
411      *****OBJECT CODE TOTAL **      625.79
420      40      06/05      APGAR IMAGING S      05/19      99.00      102456      03862
440      40      06/12      POSTMASTER-AUGU      06/09      145.00      99103
470      40      06/04      PATRICIA WILLIA      05/22      125.00      78775
480      40      06/10      NELSON WALLS      06/04      14.93      TRAVEL      76624
490      40      06/10      NELSON WALLS      06/04      590.00      TRAVEL      76624
          ***** REQUEST TOTAL *****      5147.24

```

REQ: FAST TD D ACCT: 9318920 OBJ:ALL OPT: __ EC: ACT__ DATE: ALL _____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**OBJECT CODE OPTIONS**

- NET:** Gives the net of revenue and expense for the account.
Option (OPT) must be specified
- S = one line summary
 - D = not a valid option
- SUM:** Gives totals for revenue and/or expense categories and groups.
Option does not need to be specified. Leaving the option blank gives the same result as entering an "S" or a "D".
- REV:** Gives revenue summary.
Option must be specified
- S = one line summary of total account revenue
 - D = all revenue object codes are printed
- EXP:** Gives expense summary.
Option must be specified
- S = one line summary of total account expense
 - D = not a valid option
- TOT:** Gives expense summary for 100-998 minus 69X.
Option must be specified
- S = one line summary of total expense minus 69X
 - D = not a valid option
- 1-3:** Gives expense summary for 100-399.
Option must be specified
- S = one line summary of 100-399 expense
 - D = not a valid option

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY**OBJECT CODE OPTIONS**

- 4-8:** Gives expense summary for 400-899.
Option (OPT) must be specified
- S = one line summary of 400-899
 - D = not a valid option
- 7-8:** Gives expense summary and detail for 700-899.
Option must be specified
- S = one line summary of 700-899
 - D = all 700-899 expense object codes are printed
- 1XX-9XX:** Gives totals for a specific expense category (i.e., salaries = 1XX, capital equipment = 7XX).
Option must be specified
- S = one line summary of expense category
 - D = all expense category object codes are printed (ex, 4XX = 400, 401, 402, 403...410, 411, 412...499)
- 0NX-9NX:** Gives all two-digit summaries within the range entered.
Option does not need to be specified. Leaving the option blank gives the same result as entering an "S" or a "D". (ex, 4NX = 400, 410, 420...490.)
- 01X-99X:** Gives two-digit object code summary or detail.
Option must be specified
- S = one line two-digit summary
 - D = all expense object codes within the range specified are printed (ex, 43X = 430, 431, 432, 433...439)

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

CICS ACCOUNT SNAPSHOT DISPLAY

OBJECT CODE OPTIONS

- 010-998:** Gives three-digit object code detail.
Option (OPT) does not need to be specified. Leaving the option blank gives the same result as entering an "S" or a "D".
- ALL:** Gives revenue and/or expense for all three-digit object codes used in the account.
Option does not need to be specified. Leaving the option blank gives the same result as entering an "S" or a "D".
- 0XX:** Not a valid object code option.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM001 ACCOUNT SNAPSHOT

PURPOSE

This report is designed to provide the user with current balances in an account during the month without having to analyze and summarize manually current month's transactions. The report provides a snapshot of an account summarized by object code in the Subsidiary Ledger or account control in the General Ledger as of the time it is requested.

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM001 ACCOUNT SNAPSHOT

A.LEDGERS.1.TO.3

COMPUTER DATE 05/24/87
TIME OF DAY 09:53:50
PGM=AM001

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX
GENERAL AND/OR SUBSIDIARY LEDGER LISTING
"SNAPSHOT"

REPORT PAGE 28
CAMPUS PAGE 1

N-N-NNNN	ACCOUNT TITLE	RESP PERSON	ADDRESS	DEL: N	FRZ: N	BFD: N	REV: 0N.N0	EXP: NO.N0	TERM: MMYY
				CR1: NN	CR2: NN	CR3: NN	CR4: NN	% OF YEAR: NNN.N	
OBJ		CURRENT	CUR MNTH	Y-T-D				BALANCE	<u> </u> %ACT
CODE DESCRIPTION	BASE	BUDGET	ACTUAL	ACTUAL	ENCUMBER			AVAILABLE	CY LY PY

050 STUDENTS
060 INDIVIDUALS

** REV TOTAL **

100 SALARIES
200 WAGES
400 SERVICES NON-EMP
403
440 POSTAGE&SHIPPING
490 TRAVEL OUT-STATE
700 EQUIP NEW (+500)
900 INTERDEPT CREDIT

** EXP TOTAL **

* ACCT TOTAL *
pr02(02).obd
11/7/01

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM001 ACCOUNT SNAPSHOTS

B.LEDGERS 4 TO 9

COMPUTER DATE 05/24/87
TIME OF DAY 09:53:50
PGM=AM001

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX

REPORT PAGE 28
CAMPUS PAGE 1

GENERAL AND/OR SUBSIDIARY LEDGER LISTING
"SNAPSHOT"

N-N-NNNN	ACCOUNT TITLE	RESP PERSON	ADDRESS	DEL: N	FRZ: N	BFD: N	REV: 0N.N0	EXP: NO.N0	TERM: MM/YY
OBJ	CODE DESCRIPTION	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT /ENC	
050	STUDENTS								
060	INDIVIDUALS								
** REV TOTAL **									
100	SALARIES								
200	WAGES								
400	SERVICES NON-EMP								
403									
440	POSTAGE&SHIPPING								
490	TRAVEL OUT-STATE								
700	EQUIP NEW (+500)								
900	INTERDEPT CREDIT								
** EXP TOTAL **									
* ACCT TOTAL *									

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM001 ACCOUNT SNAPSHOTS

C. GENERAL LEDGER

COMPUTER DATE 05/24/87
TIME OF DAY 08:58:57
PGM=AM001

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT

REPORT PAGE 28
CAMPUS PAGE 1

UMX
GENERAL AND/OR SUBSIDIARY LEDGER LISTING
"SNAPSHOT"

N-N-NNNN	ACCOUNT TITLE	RESP PERSON	ADDRESS	DEL: N	FRZ: N	BFD: N	TYFD: NN	BEGINNING BALANCE	CURRENT MONTH	PRESENT BALANCE
----------	---------------	-------------	---------	--------	--------	--------	----------	-------------------	---------------	-----------------

110										
310										
492										
497										
590										
592										
597										
910										
911										
912										
920										
921										
922										
931										
952										

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM001 ACCOUNT SNAPSHOT

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx  
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx  
* $$ LST DEST=(node,destid)  
// JOB xxxxxxx acctcde comment  
/INCLUDE $FASCLVS JCL  
// EXEC AM001  
passwd  
/INPUT PLEASE ENTER 7-DIGIT ACCOUNT NUMBERS  
/*  
/&  
* $$ E0J
```

The accounts can be entered as single seven-digit accounts in columns 1 through 7, or as a range of accounts with the lower limit in columns 1 to 7, and the upper limit in columns 8 to 14. There can be any number of requests in a single run, and they can be entered in any order.

SECTION H

UNIVERSITY OF MAINE SYSTEM FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

PURPOSE

This report lists all accounts in account number order within a campus. It provides totaling and page breaks at the end of each ledger. For accounts which contain both revenue and expenditures (Ledgers 3, 4, 6, 8 and 9), the report will reflect separate lines for revenue, expenditures and the net amount as indicated on the report by "R", "E", and "N" respectively preceding the dollar data.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

A.LEDGERS.1.IO.3

COMPUTER DATE 05/24/87
TIME OF DAY 12:08:24
PGM=AM061

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX
SUBSIDIARY LEDGER SUMMARY FOR 05/24/87 (% OF YEAR: NNN.N)

REPORT PAGE 28
CAMPUS PAGE 1

ACCOUNT	LZ RESP PERSON	ACTIVITY	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT CY LY	PY
---------	----------------	----------	-------------	----------------	-----------------	--------------	----------	-------------------	-------------	----

LEDGER 1 ACCOUNTS:

LEDGER 2 ACCOUNTS:

LEDGER 3 ACCOUNTS:

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

B.LEDGERS.4 IO.9

COMPUTER DATE 05/24/87
TIME OF DAY 12:08:24
PGM=AM061

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT

REPORT PAGE 28
CAMPUS PAGE 1

UMX

SUBSIDIARY LEDGER SUMMARY FOR 05/24/87

ACCOUNT	DFB TITLE	LZF RESP PERSON	TERM	TYFD	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT /ENC
---------	-----------	-----------------	------	------	----------------	-----------------	--------------	--------------	----------	-------------------	------------

LEDGERS 5 AND 7 ACCOUNTS:

LEDGERS 4, 6, AND 9 ACCOUNTS:

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

C. GENERAL LEDGER

COMPUTER DATE 05/24/87
TIME OF DAY 08:59:46
PGM=AM061

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
UMX

REPORT PAGE 28
CAMPUS PAGE 1

GENERAL LEDGER FUND GROUP SUMMARY FOR 05/24/87

FUND	DFB TITLE	TYFD	PREVIOUS BALANCE	ADDITIONS (4XX/93X)	DEDUCTIONS (5XX/95X)	PRESENT BALANCE	LIABILITIES (2XX)	NON CASH ASSETS (1XX, EXCEPT 110)	CASH (110)
------	-----------	------	------------------	---------------------	----------------------	-----------------	-------------------	-----------------------------------	------------

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

JOB STREAMS

```

/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=XXXXXXXX,ROOM=XXXXXXXX
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
// EXEC AM061
passwd
PGM=AM061,mm/dd/yy,c,pointer=Gnn,value=zzz...zz
PGM=AM061,mm/dd/yy,c,pointer=Snn,value=zzz...zz
/*
/&
* $$ EOJ

                                S
pgm=am061,MM/DD/YY,C,pointer=  NN,value=ZZZ..Z
                                G

```

The program may have up to two control cards. There are four possible control card formats that the program will accept.

1. pgm=am061,MM/DD/YY

Report printed in account number sequence for all campuses with a page break between ledgers and campuses. The date entered on the control card is printed at the top of the report.

2. pgm=am061,MM/DD/YY,C

The field 'C' specifies a particular campus. The report will be printed in account number sequence for the particular campus requested.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM061 TRIAL BALANCE

JOB STREAMS

The user may use a control card of type 3 and one of type 4, if he wishes to see one file in a sorted sequence and a specific value for the other file.

By using control card type 3 with a pointer of S00 or G00, either file may be omitted from the report.

The job will be aborted if the field "PGM=AM061" is missing or invalid. The job will also be aborted if the pointer is non-numeric or invalid.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

PURPOSE

This report is designed to provide management at each campus with a monthly revenue and expense statement. All accounts on a campus are grouped by Activity (i.e., Revenue - Tuition and Fees, Endowment Income, etc.; Expense - Instruction, Research, etc.) and summarized as explained below.

If it is desired to review the individual accounts which were used in summarizing to the Activity category, the Audit Trail provides such. Each account in the Audit Trail reflects dollar amounts across the column headings by object code.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

4. `pgm=am051,MM/DD/YY,C,pointer=NN,value=ZZZ..Z` where

'value=ZZZ..Z' = a 6-position field stating the variable value of the field the dictionary pointer is representing

Using this format, the program will create a file containing all the subsidiary ledger accounts with the selected attribute value.

`pgm=am052,MM/DD/YY,C,update=x,report=x,audit=x`

The entire format as shown above must be used, otherwise the job will be aborted where

'update=x' = whether the Revenue and Expense File is to be updated and 'X' can be Y (yes) or N (no).

If the R/E File is to be updated with Current Month Totals, format #1 in the AM051 line (`pgm=am051,MM/DD/YY`) must be used.

'report=x' = determines whether or not to print the R/E Report and 'X' can be Y (yes) or N (no).

'audit=x' = determines whether or not to print the Audit Trail report and 'X' can be Y (yes), N (no) or P (partial). By using the P option a partial Audit Trail will be printed, giving only accounts whose dollar values are not equal to zero.

NOTE: The date specified in the AM052 format must be for the following month as the program assumes it is updating the previous month's file. For example, if the report is for August, MM must equal 09.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

COMPUTER DATE 09/30/92 UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT REPORT PAGE 81
 TIME OF DAY 18:59:47 CAMPUS CAMPUS PAGE 1
 PGM=AM052 AUDIT TRAIL FOR STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
 FOR THE 2 MONTHS ENDED 08/92

LINE-NO	ACCOUNT NO	BUDGET	UNRESTRICTED	DESIGNATED	RESTRICTED
01.10	C-1-NNNNN-0XX	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-		
01.10	C-1-NNNNN-0XX	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-		
01.10	C-4-NNNNN-0XX	NNN,NNN,NNN.NN-		NNN,NNN,NNN.NN-	
01.10	C-6-NNNNN-0XX	NNN,NNN,NNN.NN-			NNN,NNN,NNN.NN-
FALL RESIDENT TUITION		NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-
01.15	C-1-NNNNN-0XX	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-		
01.15	C-4-NNNNN-0XX	NNN,NNN,NNN.NN-		NNN,NNN,NNN.NN-	
01.15	C-6-NNNNN-0XX	NNN,NNN,NNN.NN-			NNN,NNN,NNN.NN-
01.15	C-6-NNNNN-0XX	NNN,NNN,NNN.NN-			NNN,NNN,NNN.NN-
FALL NON-RESIDENT TUITION		NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-
10.10	C-2-NNNNN-1XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-2XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-3XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-4XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-5XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-6XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-7XX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
10.10	C-2-NNNNN-9XX	NNN,NNN,NNN.NN-	NNN,NNN,NNN.NN-		
10.10	C-4-NNNNN-NXX			NNN,NNN,NNN.NN	
10.10	C-6-NNNNN-NXX				NNN,NNN,NNN.NN
10.10	C-6-NNNNN-NXX				NNN,NNN,NNN.NN
GENERAL ACADEMIC INSTRUCTION		NNN,NNN,NNN.NN	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN
30.10	C-2-NNNNN-NXX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
30.10	C-2-NNNNN-NXX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
30.10	C-2-NNNNN-NXX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
30.10	C-4-NNNNN-NXX			NNN,NNN,NNN.NN	
30.10	C-6-NNNNN-NXX				NNN,NNN,NNN.NN
30.10	C-6-NNNNN-NXX				NNN,NNN,NNN.NN
COMMUNITY SERVICES		NNN,NNN,NNN.NN	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN
90.10	C-3-NNNNN-NXX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
90.10	C-3-NNNNN-NXX	NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		
DINING		NNN,NNN,NNN.NN	NNN,NNN,NNN.NN		

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

COMPUTER DATE 09/30/92
TIME OF DAY 18:58:29
PGM=AM052

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
CAMPUS
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE 2 MONTHS ENDED 08/92

REPORT PAGE 537
CAMPUS PAGE 537

REVENUE:	-----CURRENT YEAR-----				
	BUDGET	UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
EDUCATIONAL AND GENERAL:					
TUITION AND FEES:					
FALL RESIDENT TUITION					
FALL NON-RESIDENT TUITION					
SPRING RESIDENT TUITION					
SPRING NON-RESIDENT TUITION					
SUMMER TUITION					
TUITION ADJUSTMENTS	()	()	()	()	()
ALLOWANCE FOR DOUBTFUL ACCOUNTS	()	()	()	()	()
WAIVERS	()	()	()	()	()
FEES					
TOTAL TUITION AND FEES	_____	_____	_____	_____	_____
GOVERNMENTAL APPROPRIATIONS:					
FEDERAL					
STATE - REGULAR					
STATE - OTHER					
TOTAL GOVERNMENTAL APPR.	_____	_____	_____	_____	_____
GOVERNMENTAL CONTRACTS AND GRANTS:					
FEDERAL					
STATE					
OTHER					
TOTAL GOVT. CONTRACTS AND GRANTS	_____	_____	_____	_____	_____
PRIVATE GIFTS, CONTRACTS AND GRANTS:					
GIFTS					
CONTRACTS AND GRANTS					
TOTAL GOVT. CONTRACTS AND GRANTS	_____	_____	_____	_____	_____
ENDOWMENT INCOME:					
POOLED INVESTMENTS					
SEPARATELY INVESTED					
OTHER					
TOTAL ENDOWMENT INCOME	_____	_____	_____	_____	_____
RECOVERY OF INDIRECT COSTS					

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

COMPUTER DATE 09/30/92
TIME OF DAY 18:58:29
PGM=AM052

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
CAMPUS
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE 2 MONTHS ENDED 08/92

REPORT PAGE 538
CAMPUS PAGE 538

	-----CURRENT YEAR-----				
	BUDGET	UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
SALES AND SERVICES:					
EDUCATIONAL ACTIVITIES					
OTHER					
TOTAL SALES AND SERVICES	_____	_____	_____	_____	_____
OTHER:					
UNIVERSITY FUNDED					
OTHER					
TOTAL OTHER	_____	_____	_____	_____	_____
TOTAL EDUCATIONAL AND GENERAL	_____	_____	_____	_____	_____
AUXILIARY ENTERPRISES:					
DINING					
RESIDENCE					
D & R ADMINISTRATION					
TOTAL DINING & RESIDENCE	_____	_____	_____	_____	_____
BOOKSTORES					
OTHER					
UNIVERSITY PRESS					
MOTOR POOL					
STUDENT UNIONS					
TOTAL AUXILIARY ENTERPRISES	_____	_____	_____	_____	_____
TOTAL AUXILIARY ENTERPRISES:	_____	_____	_____	_____	_____
TOTAL REVENUE	_____	_____	_____	_____	_____
EXPENDITURES:					
EDUCATIONAL AND GENERAL:					
INSTRUCTION:					
GENERAL ACADEMIC INSTRUCTION					
OCCUPATIONAL & VOCATIONAL INSTRUCT					
CONTINUING EDUCATION					
SUMMER SESSIONS					
COMMUNITY EDUCATION					
TOTAL INSTRUCTION	_____	_____	_____	_____	_____
RESEARCH:					
INSTITUTES AND RESEARCH CENTERS					
PROJECT RESEARCH					
MAINE AGRIC EXPERIMENT STATION					
TOTAL RESEARCH	_____	_____	_____	_____	_____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

COMPUTER DATE 09/30/92
TIME OF DAY 18:58:29
PGM=AM052

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
CAMPUS
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE 2 MONTHS ENDED 08/92

REPORT PAGE 539
CAMPUS PAGE 539

	-----CURRENT YEAR-----				
	BUDGET	UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
PUBLIC SERVICE:					
COMMUNITY SERVICES					
COOPERATIVE EXTENSION SERVICE					
PUBLIC BROADCASTING SERVICES	_____	_____	_____	_____	_____
TOTAL PUBLIC SERVICE					
ACADEMIC SUPPORT:					
LIBRARIES					
MUSEUMS AND GALLERIES					
AUDIO-VISUAL SERVICES					
COMPUTING SUPPORT					
ANCILLARY SUPPORT					
ACADEMIC ADMINISTRATION					
COURSE AND CURRICULUM DEVELOPMENT	_____	_____	_____	_____	_____
TOTAL ACADEMIC SUPPORT					
STUDENT SERVICES:					
STUDENT SERVICE ADMINISTRATION					
SOCIAL AND CULTURAL DEVELOPMENT					
COUNSELING AND CAREER GUIDANCE					
FINANCIAL AID ADMINISTRATION					
STUDENT HEALTH SERVICES					
STUDENT RECRTMNT, ADMISSIONS, RECDS					
ATHLETICS	_____	_____	_____	_____	_____
TOTAL STUDENT SERVICES					
INSTITUTIONAL SUPPORT:					
EXECUTIVE MANAGEMENT					
FISCAL OPERATIONS					
GENERAL ADMINISTRATIVE SERVICES					
LOGISTICAL SERVICES					
PUBLIC RELATIONS AND DEVELOPMENT	_____	_____	_____	_____	_____
TOTAL INSTITUTIONAL SUPPORT					
OPERATIONAL & MAINT OF PHYSICAL PLANT:					
OPERATIONS					
MAINTENANCE					
ALTERATIONS AND RENOVATIONS					
OTHER	_____	_____	_____	_____	_____
TOTAL OPERATION & MAINT.					

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

AM052 - REVENUE/EXPENDITURE STATEMENT

COMPUTER DATE 09/30/92
TIME OF DAY 18:58:29
PGM=AM052

UNIVERSITY OF MAINE SYSTEM ACCOUNTING / BUDGET REPORT
CAMPUS
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE 2 MONTHS ENDED 08/92

REPORT PAGE 540
CAMPUS PAGE 540

	-----CURRENT YEAR-----				
	BUDGET	UNRESTRICTED	DESIGNATED	RESTRICTED	TOTAL
STUDENT AID:					
SCHOLARSHIPS					
FELLOWSHIPS					
STUDENT AID MATCHING					
ATHLETIC SCHOLARSHIPS					
STUDENT WORK PROGRAMS					
TOTAL STUDENT AID	_____	_____	_____	_____	_____
TOTAL AUXILIARY ENTERPRISES:	_____	_____	_____	_____	_____
EDUCATIONAL AND GENERAL TRANSFERS:					
CURRENT FUND-UNAPPROPRIATED					
CURRENT FUND-APPROPRIATED					
CURRENT FUND-DESIGNATED					
CURRENT FUND-RESTRICTED					
LOAN FUNDS					
ENDOWMENT FUNDS					
PLANT FUNDS-UNEXPENDED					
PLANT FUNDS-DEBT SERVICE					
AGENCY FUNDS					
TOTAL EDUCATIONAL & GENERAL TRANSFER	_____	_____	_____	_____	_____
TOTAL E & G EXPENDITURES AND TRANSFERS	_____	_____	_____	_____	_____
AUXILIARY ENTERPRISES:					
DINING					
RESIDENCE					
D & R ADMINISTRATION					
TOTAL DINING & RESIDENCE	_____	_____	_____	_____	_____
BOOKSTORES					
OTHER					
UNIVERSITY PRESS					
MOTOR POOL					
STUDENT UNIONS					
TRANSFERS TO (FROM) RESERVES					
TRANSFERS TO PLANT FUNDS					
OTHER TRANSFERS					
TOTAL AUXILIARY ENTERPRISES	_____	_____	_____	_____	_____
TOTAL E & G REVENUE OVER (UNDER) EXPENSE	_____	_____	_____	_____	_____
AUXILIARY REVENUE OVER (UNDER) EXPENSE	_____	_____	_____	_____	_____
TOTAL ALL REVENUE OVER (UNDER) EXPENSE	_____	_____	_____	_____	_____

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #2 -E&G STATUS REPORT BY OBJECT CODE

PURPOSE

This provides a summary of unrestricted E&G expenditure accounts grouped by campus responsibility code #1 or #2.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #2 - E&G STATUS REPORT BY OBJECT CODE

UNIVERSITY OF MAINE SYSTEM
12-MONTH STATUS REPORT BY OBJECT CODE
UNRESTRICTED EDUCATIONAL AND GENERAL (E&G) FUNDS: JUNE, 1987 (% OF YEAR NNN.N)
_____ UMX
EXPENDITURES FOR ALL UNITS IN RESPONSIBILITY CENTER #1

	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT/ LYRACT	%ACT/BUJ CY LY PY
FACULTY SALARIES								
PROFESS'L SALARIES								
WAGES								
STUDENT WAGES								
EMPLOYEE BENEFITS								
S&W SUBTOTAL								
OUTSIDE SERVICES								
MEMBERSHIPS/SUBSCRIP								
SUPPLIES & MATERIALS								
TELEPHONE/TELECOMM								
POSTAGE								
PRINTING & PHOTOCOPY								
COMPUTER SERVICES								
FUELS								
ELECTRICITY								
WATER & SEWER								
INSURANCE								
MAINT & ALTERATIONS								
RENTALS/LEASES								
EQUIPMENT								
TRAVEL								
LIBRARY ACQUISITIONS								
SCHOLARSHIPS&GRANTS								
ADVERTISING COSTS								
DEPARTMENT SERVICES								
TRANSFERS								
OTHER								
OTHER SUBTOTAL								
GROSS								
CREDITS								
NET								
EMP. BENEFITS (INFO)								

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #2 - E&G STATUS REPORT BY OBJECT CODE

```

/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
//INCLUDE $FASCLVS JCL
// EXEC STATS2
PGM=STATS2,passwd,mm/dd/yy,c,POINTER=CRn      NOTAPE
/*
/&
* $$ EOJ

```

mm/dd/yy controls the date that prints at the top of the report.

c refers to the campus that is to be selected for the report. If left blank a report will be printed for each campus.

POINTER=CRn refers to the method of aggregating accounts in the report. The report may be printed based on CR1 (campus responsibility code #1) or CR2 (campus responsibility code #2).

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #3 - AUXILIARY ENTERPRISE STATUS REPORT

PURPOSE

This provides a summary of auxiliary enterprise accounts grouped by Activity (revenue/expense codes) or Campus responsibility code #1 or #2.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #3 - AUXILIARY ENTERPRISE STATUS REPORT

A - LEDGER 3 BY ACTIVITY

UNIVERSITY OF MAINE SYSTEM

12-MONTH STATUS REPORT

AUXILIARY ENTERPRISES: JUNE, 1987 (% OF YEAR: NNN.N)

UMX

** ALL ACTIVITIES **

	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT/ LYRACT	% ACT/BJD CY LY PY		
I. REVENUE										
STUDENTS										
INDIVIDUALS										
FEDERAL										
STATE										
OUTSIDE ORGS.										
NON-PROFIT ORGS.										
UNIV. DEPARTMENTS										
OTHER										
TOTAL										
II. EXPENSE BY OBJECT CODE										
SALARIES										
WAGES										
STUDENT WAGES										
BENEFITS										
S&W SUBTOTAL										
OUTSIDE SERVICES										
SUPPLIES & MATERIALS										
MATERIAL FOR RESALE										
INSURANCE										
FUEL & HEAT										
ELECTRICITY										
TELEPHONE										
MAINT. & ALTERATIONS										
EQUIPMENT										
TRAVEL										
DEBT SERVICE										
OTHER										
OTHER SUBTOTAL										
GROSS										
CREDITS										
NET										
III. TRANSFERS TO (FROM)										
UNAPPROPRIATED										
APPROPRIATED										
TOTAL										
IV. TOTAL EXPENDITURES AND TRANSFERS										

Y-T-D

Y-T-D EXPENDITURES

AUXILIARY ENTERPRISES BY ACTIVITY REVENUE AND TRANSFERS Y-T-D NET

RESIDENCE
D & R ADMINIST
BOOKSTORES
OTHER
UNIVERSITY PRE
MOTOR POOL
STUDENT UNIONS
TOTAL

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #3 - AUXILIARY ENTERPRISE STATUS REPORT

B. LEDGER 3 BY RESPONSIBILITY CODE

UNIVERSITY OF MAINE SYSTEM
12-MONTH STATUS REPORT
AUXILIARY ENTERPRISES: JUNE, 1987 (% OF YEAR: NNN.N)
UMX
ALL UNITS IN RESPONSIBILITY CENTER #1

	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT/ LYRACT	%ACT/BUD CY LY PY
I. REVENUE								
STUDENTS								
INDIVIDUALS								
FEDERAL								
STATE								
OUTSIDE ORGS.								
NON-PROFIT ORGS.								
UNIV. DEPARTMENTS								
OTHER								
TOTAL								
II. EXPENSE BY OBJECT CODE								
SALARIES								
WAGES								
STUDENT WAGES								
BENEFITS								
S&W SUBTOTAL								
OUTSIDE SERVICES								
SUPPLIES & MATERIALS								
MATERIAL FOR RESALE								
INSURANCE								
FUEL & HEAT								
ELECTRICITY								
TELEPHONE								
MAINT. & ALTERATIONS								
EQUIPMENT								
TRAVEL								
DEBT SERVICE								
OTHER								
OTHER SUBTOTAL								
GROSS								
CREDITS								
NET								
III. TRANSFERS TO (FROM)								
APPROPRIATED								
PLANT								
TOTAL								
IV. TOTAL EXPENDITURES AND TRANSFERS								
V. NET SURPLUS (DEF)								

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #3 - AUXILIARY ENTERPRISE STATUS REPORT

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
// EXEC STATS3
PGM=STATS3,passwd,mm/dd/yy,c,POINTER=xxx
/*
/&
* $$ EOJ
```

mm/dd/yy controls the date that prints at the top of the report.

c refers to the campus that is to be selected for the report. If left blank a report will be printed for each campus.

POINTER=xxx refers to the method of aggregating accounts in the report. The report may be printed based on ACT (revenue/expense code) or CR1 (campus responsibility code #1) or CR2 (campus responsibility code #2).

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #4 -E&G STATUS REPORT

PURPOSE

This provides a summary by source of revenue, object code, and activity of unrestricted E&G (ledgers 1 & 2) accounts.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #4 - E&G STATUS REPORT

UNIVERSITY OF MAINE SYSTEM

12-MONTH STATUS REPORT

UNRESTRICTED EDUCATIONAL AND GENERAL (E&G) FUNDS: JUNE, 1987 (% OF YEAR: NNN.N)

UMX

	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT/ LYRACT	% ACT/BUD		
								CY	LY	PY
I. REVENUE										
TUITION & FEES	NNN,NNN,NNN -	NNN,NNN,NNN -	NN,NNN,NNN -	NNN,NNN,NNN -	NNN,NNN,NNN -	NNN,NNN,NNN -	NNN	NNN	NNN	NNN
FED. APPROPRIATION										
STATE APPROPRIATION										
CONTRACTS & GRANTS										
ENDOWMENT INCOME										
INDIRECT COSTS										
SALES & SERVICES										
OTHER										
TOTAL										
II. EXPENSE BY OBJ CODE										
FACULTY SALARIES										
PROFESS'L SALARIES										
WAGES										
STUDENT WAGES										
EMPLOYEE BENEFITS										
S&W SUBTOTAL										
OUTSIDE SERVICES										
MEMBERSHIP/SUBSCRIP										
SUPPLIES & MATERIALS										
TELEPHONE/TELECOMM										
POSTAGE										
PRINTING & PHOTOCOPY										
COMPUTER SERVICES										
FUELS										
ELECTRICITY										
WATER & SEWER										
INSURANCE										
MAINT. & ALTERATIONS										
RENTALS/LEASES										
EQUIPMENT										
TRAVEL										
LIBRARY ACQUISITIONS										
SCHOLARSHIPS & GRANTS										
ADVERTISING COSTS										
DEPARTMENT SERVICES										
TRANSFERS										
OTHER										
OTHER SUBTOTAL										
GROSS										
CREDITS										
NET										
III. TRANSFERS TO (FROM)										
UNAPPROPRIATED										
DESIGNATED										
RESTRICTED										
LOAN										
ENDOWMENT										
PLANT										
AGENCY										
TOTAL										
IV. TOTAL EXPENSE AND TRANSFERS										
V. NET SURPLUS (DEF)										
EMP. BENEFITS (INFO)										
INSURANCE (INFO)										
II. EXPENSE BY ACTIVITY										
INSTRUCTION										
RESEARCH										
PUBLIC SERVICE										
ACADEMIC SUPPORT										
STUDENT SERVICES										
INST'L SUPPORT										
O&M OF PHYS. PLANT										
STUDENT AID										
EMPLOYEE BENEFITS										
TOTAL										

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

STATUS REPORT #4 - E&G STATUS REPORT

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx  
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx  
* $$ LST DEST=(node,destid)  
// JOB xxxxxxxx acctcde comment  
/INCLUDE $FASCLVS JCL  
// EXEC STATS4  
PGM=STATS4,passwd,mm/dd/yy  
/*  
/&  
* $$ EOJ
```

mm/dd/yy controls the date that prints at the top of the report.

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT

	<u>PAGE</u>
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Sample Reports	101-106
Program Modes	107-110
Program Control Statements.....	110-118
Job Stream	119

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT

GENERAL REPORT ORGANIZATION

BUDSUM is a comprehensive program that generates reports whose overall organization are as follows:

ACCOUNT SUMMARIES
ATTRIBUTE WITHIN UNIVERSITY SUMMARIES
UNIVERSITY SUMMARIES
ATTRIBUTE SUMMARIES
SYSTEM SUMMARY

BUDSUM collects and reports dollars through the summary levels listed above. Each summary level is an object code summarization of the detail immediately above it. Account summaries are object code breakdowns of whole accounts.

BUDSUM produces reports for both unrestricted and restricted ledgers. Report formats for the two types of ledgers differ. Summary levels are printed in two sections. Unrestricted detail makes up the first section of the summary. Restricted detail follows the unrestricted and prints after the summary level. Combined unrestricted and restricted detail is not available at any summary level.

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT

SAMPLE REPORTS

BUDSUM NO. 1 - AM045 MANAGEMENT SUMMARY

A_ACCOUNT_SECTION--LEDGERS.1 TO.3

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:58
PGM=BUDSUM
NO 1

SECTION 1 - UNRESTRICTED - 7 DIGIT ACCTS

UNIVERSITY OF MAINE SYSTEM ACCOUNTING BUDGET REPORT
MANAGEMENT SUMMARY FOR 05/87 (% OF YEAR: NNN.N)

REPORT PAGE 3
CAMPUS PAGE 1

UMX
ATTRIBUTE = VALUE

ACCOUNT	DFB RESP PERSON	TITLE	ACTIVITY	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	%ACT CY LY PY
---------	-----------------	-------	----------	-------------	----------------	-----------------	--------------	----------	-------------------	------------------

LEDGER 1 ACCOUNTS:

LEDGER 2 ACCOUNTS:

LEDGER 3 ACCOUNTS:

* TOTAL REV *
* TOTAL EXP *
* TOTAL NET *

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT
SAMPLE REPORTS

BUDSUM NO. 1 - AM045 MANAGEMENT SUMMARY

B_ACCOUNT_SECTION - LEDGERS 4 IO 9

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:58
PGM=BUDSUM
NO 1

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
MANAGEMENT SUMMARY FOR 05/87

REPORT PAGE 3
CAMPUS PAGE 4

UMX
ATTRIBUTE = VALUE

SECTION II - DESIGNATED AND RESTRICTED - 7 DIGIT ACCTS

ACCOUNT	TITLE	DFB RESP	PERSON	TERM	TYFD	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	%ACTI /ENC
---------	-------	----------	--------	------	------	----------------	-----------------	--------------	--------------	----------	-------------------	------------

LEDGERS 5 AND 7 ACCOUNTS:

LEDGERS 4, 6, AND 9 ACCOUNTS:

* TOTAL REV *
* TOTAL EXP *
* TOTAL NET *

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT
SAMPLE REPORTS

BUDSUM NO. 1 - AM045 MANAGEMENT SUMMARY

C_OBJECT CODE SECTION - LEDGERS 1.I.O.3

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:58
PGM=BUDSUM

UNIVERSITY OF MAINE SYSTEM ACCOUNTING BUDGET REPORT
MANAGEMENT SUMMARY FOR 05/87 (% OF YEAR: NNNN)

REPORT PAGE 3
CAMPUS PAGE 2

NO 1
SECTION I - UNRESTRICTED - OBJECT CODES

UMX
ATTRIBUTE SUMMARY

OBJ CODE	DESCRIPTION	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	% ACT
							CY	LY PY

ATTRIBUTE = VALUE

050 STUDENTS
060 INDIVIDUALS
* TOTAL REV *
100 SALARIES
200 WAGES
1XX-3XX
400 SERVICES NON-EMP
403
40X
440 POSTAGE&SHIPPING
490 TRAVEL OUT-STATE
4XX
700 EQUIP NEW (+500)
4XX-8XX
900 INTERDEPT CREDIT

* TOTAL EXP *
* TOTAL NET *

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FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT

SAMPLE REPORTS

BUDSUM_NO.1 - AM045 MANAGEMENT SUMMARY

D_OBJECT CODE SECTION - LEDGERS 4 TO 9

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:58
PGM=BUDSUM
NO 1

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
MANAGEMENT SUMMARY FOR 05/87

REPORT PAGE 3
CAMPUS PAGE 4

UMX

ATTRIBUTE SUMMARY

SECTION II - DESIGNATED AND RESTRICTED - OBJECT CODES

OBJ CODE	DESCRIPTION	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	%ACTI /ENC
ATTRIBUTE = VALUE									
050	STUDENTS								
060	INDIVIDUALS								
* TOTAL REV *									
100	SALARIES								
200	WAGES								
1XX-3XX									
400	SERVICES NON-EMP								
403									
40X									
440	POSTAGE&SHIPPING								
490	TRAVEL OUT-STATE								
4XX									
700	EQUIP NEW (+500)								
4XX-8XX									
900	INTERDEPT CREDIT								

* TOTAL EXP *
* TOTAL NET *

SECTION H

UNIVERSITY OF MAINE SYSTEM
FINANCIAL ACCOUNTING SYSTEM

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BUDSUM REPORT

SAMPLE REPORTS

BUDSUM NO. 2 - SUMRYRPT

A_LEDGERS.110.3

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:53
PGM=BUDSUM
NO 2
SECTION I - UNRESTRICTED

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
SUMMARY REPORT FOR 05/87 (% OF YEAR: NNN.N)

REPORT PAGE 3
CAMPUS PAGE 1

UMX
ATTRIBUTE = VALUE

BALANCE AVAILABLE
CY LY PY

ENCUMBER

Y-T-D ACTUAL

CUR MNTH ACTUAL

CURRENT BUDGET

BASE BUDGET

OBJ CODE DESCRIPTION

N-N-NNNN XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

050 STUDENTS
060 INDIVIDUALS

* TOTAL REV *

100 SALARIES
200 WAGES
1XX-3XX
400 SERVICES NON-EMP
403
40X

440 POSTAGE&SHIPPING
490 TRAVEL OUT-STATE
4XX

700 EQUIP NEW (+500)
4XX-8XX
900 INTERDEPT CREDIT

* TOTAL EXP *
* TOTAL NET *

UNIVERSITY OF MAINE SYSTEM
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REPORTS

BUDSUM REPORT

SAMPLE REPORTS

BUDSUM NO. 2 - SUMRYRPT

B_LEDGERS410.9

COMPUTER DATE 05/24/87
TIME OF DAY 12:11:33
PGM=BUDSUM
NO 2

UNIVERSITY OF MAINE SYSTEM ACCOUNTING/BUDGET REPORT
SUMMARY REPORT FOR 05/87

REPORT PAGE 3
CAMPUS PAGE 7

UMX
ATTRIBUTE = VALUE

SECTION II - DESIGNATED AND RESTRICTED

OBJ CODE	DESCRIPTION	BASE BUDGET	CURRENT BUDGET	CUR MNTH ACTUAL	Y-T-D ACTUAL	P-T-D ACTUAL	ENCUMBER	BALANCE AVAILABLE	%ACT /ENC
----------	-------------	-------------	----------------	-----------------	--------------	--------------	----------	-------------------	-----------

-N-NMNNN XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

050 STUDENTS
060 INDIVIDUALS

* TOTAL REV *

100 SALARIES
200 WAGES
1XX-3XX
400 SERVICES NON-EMP
403
40X
440 POSTAGE&SHIPPING
490 TRAVEL OUT-STATE
4XX
700 EQUIP NEW (+500)
4XX-8XX
900 INTERDEPT CREDIT

* TOTAL EXP *
* TOTAL NET *

UNIVERSITY OF MAINE SYSTEM
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REPORTS

BUDSUM REPORT

PROGRAM MODES

BUDSUM operates in either an AM045 or SUMRYRPT mode. The mode defines the type of report BUDSUM is to generate.

A. AM045 mode

BUDSUM in the AM045 mode produces the Management Summary Report. The report generated from the AM045 mode of BUDSUM is organized as follows:

1. Account summaries contain no object code detail. They are printed in a modified zero-digit detail with additional subtotals provided at ledger breaks.
2. When processing both unrestricted and restricted ledgers BUDSUM can be made, via option input, to place the unrestricted attribute within campus summary either after its unrestricted account summary or immediately before the restricted attribute within campus summary. See "ALTER AM045" input specification.
3. Account summaries are provided for accounts with no dollar detail. These accounts appear in the account summaries without a revenue or expense flag (R or E).

Within any of the summary levels, standard object code descriptions are to be printed as follows.

1. If three-digit detail is specified, object code descriptions appear only on three-digit object code lines.
2. If two-digit detail is specified, object code descriptions appear on all two-digit and special three-digit object code lines. The description printed on two-digit object code lines is that description aligned with the NN0 object code.
3. Object code descriptions are not printed when one- or zero-digit detail is specified.

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BUDSUM REPORT

PROGRAM MODES

BUDSUM, when in the AM045 mode, is especially sensitive to the Campus Responsibility attributes (40 - 43). BUDSUM generates a slightly different report when dealing with one of these attributes. The differences are as follows.

1. Campus Responsibility attribute decodes are obtained from the CODESn TABLE files. "n" represents a campus code. These files contain, on a campus basis, either the attribute decode or an account code from whose description the decode is to be pulled.
2. University attribute summaries make no sense when dealing with one of the Campus Responsibility attributes. The attribute values, across campuses, are not consistent in either their intent or area of responsibility. BUDSUM suppresses university attribute summaries when dealing with a Campus Responsibility attribute.
3. Accounts without a value for the chosen Campus Responsibility attribute are omitted from the report.

B. SUMRYRPT mode

BUDSUM in the SUMRYRPT mode produces The Summary Report.

The SUMRYRPT mode can be run on one of two report organizations.

1. The first is an organization based on accounts within an attribute value. This organization is exactly as is described by the general report organization.
2. The second organization is based on accounts within subactivities within activities. This organization differs from the first in the replacement of the attribute summaries with activity and subactivity summaries. Account summaries add into subactivity summaries. Subactivity summaries add into activity summaries. Activity summaries add to either campus or university summaries.

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BUDSUM REPORT

PROGRAM MODES

Accounts contain revenue and/or expense activity codes. Within an account, revenue and expense object codes align with the revenue and expense activities respectively. BUDSUM reports revenue activities before, and separately from, expense activities. Account summaries which feed revenue or expense subactivity summaries include all object codes, revenue and expense, which are active within the account. Summarization into the subactivity summary is restricted to only those object codes which align with the revenue or expense nature of the subactivity (e.g., only revenue object codes sum into a revenue subactivity summary).

Activity codes 90NN and 09NN within ledger 3 are treated differently than described above. BUDSUM does not deal with 90NN dollars as 90NN dollars. They are merged into the 09NN dollars. All 09NN subactivity/activity summaries at the campus or university level contain both their revenue and 90NN expense dollars.

3. Subactivity summaries are produced only if more than one account contributes to its totals.

Within any of the summary levels, ten-digit account and standard object code descriptions are to be printed as follows.

1. If three-digit detail is specified, ten-digit account object code descriptions appear within account summaries at three-digit detail and standard object code descriptions appear at three-digit detail elsewhere.
2. If two-digit detail is specified, standard object code descriptions appear on all two-digit and special three-digit object code lines. The description printed on two-digit object code lines is that standard description aligned with the NN0 object code.
3. Object code descriptions are not printed when one- or zero-digit detail is specified.

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BUDSUM REPORT

PROGRAM MODES

When running on a Campus Responsibility attribute, BUDSUM in the SUMRYRPT mode reacts in the same manner as it does in the AM045 mode. Specifically:

- (a) Decodes are obtained from the CODESn TABLE files.
- (b) University attribute summaries are omitted.
- (c) Accounts without a Campus Responsibility value are omitted from the report.

Actuals from revenue object codes are calculated without encumbrances. With the exception of BBA's and their associated percentages, all fields within net lines are printed with signs inverted.

PROGRAM CONTROL STATEMENTS

The text that follows defines the statements that control the manner in which BUDSUM operates. Except for the Password/Pointer statement, which must be the first presented to BUDSUM, the control statements can be presented in any order. Restrictions on statement formation are as follows:

1. Each statement must be wholly contained on one entry line.
2. Statement components must be placed on the line in the order shown.
3. At least one blank must separate each statement component from any which precedes or follows it.

SECTION H

UNIVERSITY OF MAINE SYSTEM FINANCIAL ACCOUNTING SYSTEM

REPORTS

BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

A. PASSWORD/POINTER STATEMENT

This must be the first control statement presented to BUDSUM. It is constructed exactly as follows.

cols	field
1- 6	FAST Password
8-15	Program Mode 'AM045' - generate an AM045 'SUMRYRPT' - generate a Summary Report
17-18	' ' - blank defines a subactivity/activity run. This specification is invalid if PROGRAM MODE is AM045. A defined dictionary pointer establishes the pointer on which the run is to be based.

B. PRINT LEVEL STATEMENT

The inclusion of this statement is optional. If supplied, it defines the summary level to which the report is to be produced.

The PRINT LEVEL statement has the general form:

PRINT beginning level specification

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

Where 'beginning level specification' can be one of the following:

<u>Beginning Level Specification</u>	<u>Additional Levels Printed</u>
1. ACCOUNT LEVEL	
AM045 and SUMRYRPT with pointer	2,4,5,7
SUMRYRPT without pointer	2,3,4,5,6,7
2. ATTRIBUTES BY CAMPUS	
AM045 and SUMRYRPT with pointer	4,5,7
SUMRYRPT without pointer (Subactivity by campus)	3,4,5,6,7
3. ACTIVITIES BY CAMPUS	
AM045 and SUMRYRPT with pointer	INVALID
SUMRYRPT without pointer	4,6,7
4. CAMPUS TOTALS	
AM045 and SUMRYRPT with pointer	7
SUMRYRPT without pointer	7
5. ATTRIBUTES	
AM045 and SUMRYRPT with pointer	7
SUMRYRPT without pointer (Subactivity)	6,7
6. ACTIVITIES	
AM045 and SUMRYRPT with pointer	INVALID
SUMRYRPT without pointer	7
7. UNIVERSITY TOTALS	

PRINT LEVEL when omitted is assumed to be UNIVERSITY TOTALS.

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

C. DIGIT DETAIL STATEMENT

The Digit Detail statement is optional and when provided specifies the object code detail at which BUDSUM is to begin printing. It has the form:

level specification DIGIT DETAIL

'level specification' must be one of the following:

- ZERO - only revenue, expense and net dollars are printed
- ONE - object code detail begins at NXX dollars
- TWO - object code detail begins at NNX dollars
- THREE - object code detail begins at NNN dollars

When the DIGIT DETAIL STATEMENT is omitted, ZERO-DIGIT DETAIL is assumed.

D. ACCOUNT SELECTION STATEMENTS

The account selection statements provide the means by which accounts are selected into or excluded from BUDSUM processing. Eleven types of selection statements are available and are described below. Omission of any specific selection statement causes BUDSUM to ignore the selection defined by the statement. For example, if both SELECT and EXCLUDE ATTRIBUTES are omitted, BUDSUM processes all attribute values. When logical, selection statements can be combined to accomplish refined selection.

1. SELECT LEDGERS ledger1 ledger2 ...

Any supplied ledger is subject to BUDSUM processing. Valid ledger values are as follows.

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

D. ACCOUNT SELECTION STATEMENTS

1-9

- U - ledgers 1, 2, and 3
- R - ledgers 4 to 6
- A - ledgers 1 to 9

A SELECT LEDGERS statement must be presented to BUDSUM unless SELECT ACCOUNTS is specified. If SELECT ACCOUNTS is specified, SELECT LEDGERS must not be specified. Omission of the SELECT LEDGERS statement, where mandatory, results in a diagnostic and run termination.

2. SELECT ACCOUNTS account1 account2 ...

The specified accounts are the only accounts that BUDSUM is to process. Several such statements can be presented specifying up to 100 accounts. When this statement is supplied, other selection statements are without meaning and, if present, are rejected.

3. EXCLUDE ACCOUNTS account1 account2 ...

The specified accounts are excluded from processing. Several such statements can be presented specifying up to 100 accounts.

4. SELECT REVENUE

This selection is valid only when in the SUMRYRPT mode and when pointer is left blank. It defines a selection on only those accounts with non-zero revenue codes.

5. SELECT EXPENSE

This selection specification is valid only when in the SUMRYRPT mode and when pointer is left blank. It defines a selection on only those accounts with non-zero expense codes.

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PROGRAM CONTROL STATEMENTS

D. ACCOUNT SELECTION STATEMENTS

6. SELECT ATTRIBUTES code1 code2 ...

This specification defines account selection based on particular attribute values (revenue and/or expense subactivity in the case of SUMRYRPT and a blank pointer). Any account whose attribute value matches one of the supplied values is selected. Several statements can be supplied specifying up to 100 codes.

7. EXCLUDE ATTRIBUTES code1 code2 ...

This specification defines account exclusion based on particular attribute values (revenue and/or expense subactivity in the case of SUMRYRPT and a blank pointer). Any account whose attribute value matches one of the supplied values is excluded. Several statements can be supplied specifying up to 100 codes.

8. SELECT ACTIVITIES code1 code2 ...

This specification is valid only when in the SUMRYRPT mode and when pointer is left blank. When specified this statement defines account selection based on particular activities. Any account whose revenue or expense activity matches one of the supplied values is selected. Up to 10 codes can be specified.

9. EXCLUDE ACTIVITIES code1 code2 ...

This specification is valid only when in the SUMRYRPT mode and when the pointer is left blank. When specified, this statement defines account exclusion based on particular activities. Any account whose revenue or expense activity matches one of the supplied values is excluded. Up to 10 codes can be specified.

10. SELECT CAMPUS code1 code2 ...

Only those accounts whose campus code matches one of the specified codes will be selected. Up to 9 codes can be supplied.

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

D. ACCOUNT SELECTION STATEMENTS

11. EXCLUDE CAMPUS code1 code2 ...

Those accounts whose campus code matches one of the specified codes will be excluded. Up to 9 codes can be supplied.

E. REPORT AS OF DATE

Both AM045 and the SUMRYRPT produce as a part of their headings an As Of Date. Control over the content of this heading field can be effected by using the following specification.

DATE mm/yy

Where mmyy is the month and year that is to be printed within the headings. If omitted BUDSUM will use the current month and year.

F. INCLUSION OF THE LINE

SINGLE PAGE PER LEVEL

forces BUDSUM to provide page breaks at summary level breaks. BUDSUM, without the activation of this option, generates reports in a compressed format. Page compression occurs where several summaries contribute to a higher level. The lower level summaries will share report pages. Compression is never performed over summary levels. Within any one run, compression would be attempted only at the lowest printed summary level.

G. INCLUSION OF THE LINE

IGNORE ENCUMBRANCE

forces BUDSUM to calculate actuals without adding in encumbrances. BUDSUM alters titles to reflect the pure nature of the actuals.

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

H. INCLUSION OF THE LINE

ALTER AM045

forces BUDSUM to produce the AM045 in its alternate organization. This specification is meaningful only when in the AM045 mode.

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BUDSUM REPORT

PROGRAM CONTROL STATEMENTS

I. SUMMARY OF PROGRAM CONTROL STATEMENTS

passwd	{	SUMRYRPT	Blank	}
		AM045	Attribute	

DATE MM/YY	(Optional)
SINGLE PAGE PER LEVEL	(Optional)
IGNORE ENCUMBRANCE	(Optional)
ALTER AM045	(Optional)

PRINT	{	ACCOUNT LEVEL	}
		ATTRIBUTES BY CAMPUS	
		ACTIVITIES BY CAMPUS	
		CAMPUS TOTALS	
		ATTRIBUTES	
		ACTIVITIES	
		UNIVERSITY TOTALS	

{	ZERO	}	DIGITAL
	ONE		
	TWO		
	THREE		

SELECT LEDGERS	ledger 1	ledger 2 ...
----------------	----------	--------------

{	SELECT	ACCOUNTS	}	account1	account2
	EXCLUDE				

SELECT	{	REVENUE	}
		EXPENSE	

{	SELECT	ATTRIBUTES	}	code1	code2
	EXCLUDE				

{	SELECT	ACTIVITIES	}	code1	code2
	EXCLUDE				

{	SELECT	CAMPUS	}	code1	code2
	EXCLUDE				

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BUDSUM REPORT

JOB STREAM

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx  
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx  
* $$ LST DEST=(node,destid)  
// JOB xxxxxxx acctcde comment  
/INCLUDE $BUDSMVS JCL  
/INCLUDE AM097 TABLE  
END  
  ●  
  ●  
  ●  
budsum control statements  
  ●  
  ●  
/*  
/&  
* $$ EOJ
```

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BUDGET ANALYSIS REPORT

	<u>PAGE</u>
Introduction	121-122
Sample Report	123
Program Control Statements.....	124-132
Job Stream	133

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BUDGET ANALYSIS REPORT

INTRODUCTION

BUDGET ANALYSIS gives the users of FAST a tool which facilitates the display of budget requests along with related budget comparisons.

BUDGET ANALYSIS is applicable to unrestricted accounts only (SL Ledgers 1, 2, or 3). Any reference to designated or restricted accounts is rejected. With the exception of the input capacity, BUDGET ANALYSIS has the same program control statements as the BUDGET PREPARATION REPORT. The output report, however, is different.

The purpose of BUDGET ANALYSIS is to compare the new year budget (future budget field) with the old year's base and current budgets and year-to-date actuals. Three general categories appear on the report: (1) old year budget, (2) old year performance, and (3) new year budget request. The user will be able to observe similarities and differences between the requested new year budget and the old year's budgets and actuals.

Options are available to allow the user of BUDGET ANALYSIS to affect the run as follows:

1. Sorting of records in one of three ways:
 - by activities and subactivities
 - by campus responsibility centers
 - by account number
2. Request the printing of prior year's year-end base and current budgets and actuals.
3. Selection or exclusion of records.
4. Limitation of the output by summary levels.
5. Specification of the detail to which object codes are printed.
6. Paging control.
7. Control of years to be printed in the heading.

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BUDGET ANALYSIS REPORT

INTRODUCTION

The output of BUDGET ANALYSIS passes through a series of summary levels depending upon the options chosen. These levels, in order from the most detailed, are as follows:

ACCOUNT LEVEL
SUBACTIVITIES WITHIN CAMPUS
ACTIVITIES OR RESPONSIBILITY CENTERS WITHIN CAMPUS
CAMPUS SUMMARY
SUBACTIVITIES
ACTIVITIES
UNIVERSITY SUMMARY

Object code and object code groupings constitute the detail within summary levels. Each summary level is derived from the accumulation of the detail within it. The activation of any option limiting the level or detail to which the summaries are to be reported has no effect on how the summary amounts are calculated. The actions taken by the select or exclude options affect the calculation of summary amounts in that these options define the accounts that are to be processed by BUDGET ANALYSIS.

The following page provides a sample report layout.

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BUDGET ANALYSIS REPORT

SAMPLE REPORT

COMPUTER DATE 05/14/91
TIME OF DAY 15/49/48

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BUDGET ANALYSIS REPORT

PAGE 6

UMX

ACTIVITY
SUBACTIVITY

	FY91.BUDGET	91/92	FY91.PERFORMANCE	BUDGET	90/91 YTD	90/91	REQUESTED	DIFFERENCE
						BASE		
				ACTUAL PLUS	BALANCE	BASE		
				ENCUMBRANCE	-AVAILABLE	BUDGET	*****	\$ %

050 STUDENTS
060 INDIVIDUALS
** TOTAL REVENUE
100 SALARIES
190 EMPLOYEE BENEFITS
** TOTAL OF 1XX
200 WAGES
290 EMPLOYEE BENEFITS
** TOTAL OF 2XX
** TOTAL 1XX-3XX
400 SERVICES NON-EMP
403
** TOTAL OF 40X
440 POSTAGE&SHIPPING
490 TRAVEL OUT-STATE
** TOTAL OF 4XX
700 EQUIP NEW (+500)
900 INTERDEPT CREDIT
** TOTAL EXPENSE
pr02(02).obd 11/7/01

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BUDGET ANALYSIS REPORT

PROGRAM CONTROL STATEMENTS

The statements presented in this section can be utilized to define the major characteristics of the report. Restrictions on statement formation are as follows:

1. Each statement must be wholly contained on one entry line.
2. Statement components must be placed on the line in the order shown.

A. RECORD SORTING MODE

Records may be sorted in one of three ways:

- (1) by activities and subactivities
- (2) by campus responsibility centers
- (3) by account number

The default option is to group accounts by activities and subactivities. If this option is desired, no entry is needed. If one of the other options is desired, one of the following lines must be entered.

ORDER BY CR N

This causes the printing of accounts to be done by account number within values of the campus responsibility code (N) specified. Those accounts with a blank code are grouped together in one category. Only one Campus Responsibility Center may be chosen at a time.

ORDER BY CAMPUS

This causes the printing of accounts in account number sequence.

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BUDGET ANALYSIS REPORT

PROGRAM CONTROL STATEMENTS

B. FISCAL YEAR STATEMENT

format: FISCAL YEAR NN

This statement causes the specified fiscal year to be printed in the heading over the Requested Budget column. The fiscal year prior to the specified year is printed over the Current Budget, Base Budget, and YTD Actual columns. This is a mandatory statement.

C. LAST YEAR BUDGETS STATEMENT

format: LAST YEAR BUDGETS

This statement causes the prior year's base and current budgets and actuals to be printed in place of the current year's budgets and actuals. This option would typically be used after the beginning of a new year (July 1) at which point the prior year's base and current budgets have been deleted from the file. The default is to print the current year's budgets.

D. PAGING CONTROL STATEMENT

format: SINGLE PAGE PER ACCOUNT

This statement provides the user with the capability to request that a new page be started for each new account or summary level of the report.

E. PRINT LEVEL STATEMENT

format: PRINT level specification

The PRINT LEVEL STATEMENT, when specified, indicates the most detailed level to which the report is to be produced. Selection of the more detailed levels automatically gives rise to the natural summary levels indicated. The possible values of 'level specification' are as follows:

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BUDGET ANALYSIS REPORT

PROGRAM CONTROL STATEMENTS

<u>Beginning Level Specification</u>	<u>Additional Levels Printed</u>
1. ACCOUNT LEVEL sort by activities and subactivities sort by campus responsibility center sort by account number	2,3,4,5,6,7 3,4,7 4,7
2. SUBACTIVITIES BY CAMPUS sort by activities and subactivities sort by campus responsibility center sort by account number	3,4,5,6,7 INVALID INVALID
3. ACTIVITIES BY CAMPUS sort by activities and subactivities sort by campus responsibility center sort by account number	4,6,7 4,7 INVALID
4. CAMPUS TOTALS sort by activities and subactivities sort by campus responsibility center sort by account number	7 7 7
5. SUBACTIVITIES sort by activities and subactivities sort by campus responsibility center sort by account number	6,7 INVALID INVALID
6. ACTIVITIES sort by activities and subactivities sort by campus responsibility center sort by account number	7 INVALID INVALID
7. UNIVERSITY TOTALS sort by activities and subactivities sort by campus responsibility center sort by account number	7 7 7

Should the PRINT LEVEL STATEMENT be omitted, UNIVERSITY TOTALS are assumed.

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BUDGET ANALYSIS REPORT

PROGRAM CONTROL STATEMENTS

F. REPORT DETAIL STATEMENT

format: level indication DIGIT DETAIL

The REPORT DETAIL STATEMENT, when provided, specifies the object code detail at which the report is to be printed. The possible values of 'level indication', in order of ascending detail, are as follows:

1. ZERO
2. ONE (NXX)
3. TWO (NNX)
4. THREE (NNN)

The parenthesized entries are not a part of 'level indication' and should not be placed on the entry line. Specification of the REPORT DETAIL STATEMENT defines the point where object code printing is to start. All natural summary levels of lower detail are printed. Should the REPORT DETAIL STATEMENT be omitted, ZERO-DIGIT DETAIL is assumed. Zero-digit detail produces a total for the seven-digit account; in Ledger 1, a revenue total is calculated, in Ledger 2, an expense total is calculated, and in Ledger 3, a revenue total, an expense total, and a net total are calculated. With Zero-digit detail, one line is printed for Ledgers 1 & 2, which includes the seven-digit account number and title; three lines are printed for Ledger 3 (similar to AM061).

G. REPORT SELECTION STATEMENTS

REPORT SELECTION STATEMENTS provide the means by which accounts are selected into or excluded from BUDGET ANALYSIS. Thirteen such statements have been defined and are discussed below. At least one REPORT SELECTION STATEMENT must be supplied.

1. SELECT ALL

format: SELECT ALL

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BUDGET ANALYSIS REPORT**PROGRAM CONTROL STATEMENTS**

All accounts are represented in the report. When this statement is presented it must be the only REPORT SELECTION STATEMENT.

2. SELECT LEDGERS

format: SELECT LEDGERS ledger;ledger;ledger

Only those accounts associated with the indicated ledgers are to be represented in the report. If this statement is omitted, all three ledgers will be selected. Up to three codes can be specified.

3. EXCLUDE LEDGERS

format: EXCLUDE LEDGERS ledger;ledger;ledger

Any accounts associated with the indicated Ledgers are not to be represented in the report. Up to three codes can be specified.

4. SELECT ACCOUNTS

format: SELECT ACCOUNTS acct;acct;...;acct

The specified accounts (seven-digit) are to be represented in the report. Several such statements can be presented specifying up to 100 accounts. When this statement is supplied, no other REPORT SELECTION STATEMENTS may be specified.

5. EXCLUDE ACCOUNTS

format: EXCLUDE ACCOUNTS acct;acct;...;acct

The specified accounts (seven-digit) are not to be represented in the report. Several such statements can be presented specifying up to 100 accounts.

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BUDGET ANALYSIS REPORT

PROGRAM CONTROL STATEMENTS

6. SELECT REVENUE

format: SELECT REVENUE

Only those accounts with non-zero revenue codes are to be represented in the report. This selection specification is valid only when sorting accounts by activities and subactivities.

7. SELECT EXPENSE

format: SELECT EXPENSE

Only those accounts with non-zero expense codes are to be represented in the report. If neither REVENUE nor EXPENSE are selected, then both will be selected. This selection specification is valid only when sorting accounts by activities and subactivities.

8. SELECT ACTIVITIES

format: SELECT ACTIVITIES code;code;...;code

Only accounts with revenue or expense codes or campus responsibility center codes whose first two-digits match one of the expressed codes are to be represented in the report. Up to ten codes can be specified.

9. EXCLUDE ACTIVITIES

format: EXCLUDE ACTIVITIES code;code;...;code

Any accounts with revenue or expense codes or campus responsibility center codes whose first two-digits match one of the expressed codes are not to be represented in the report. Up to ten codes can be specified.

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BUDGET ANALYSIS REPORT**PROGRAM CONTROL STATEMENTS**

10. SELECT SUBACTIVITIES

format: SELECT SUBACTIVITIES code;code;...;code

Only those accounts with revenue or expense codes which match one of the expressed codes are to be represented in the report. Several such statements can be supplied specifying up to 100 codes. This selection specification is valid only when sorting accounts by activities and subactivities.

11. EXCLUDE SUBACTIVITIES

format: EXCLUDE SUBACTIVITIES code;code;...;code

Any accounts with revenue or expense codes matching one of the expressed codes are not to be represented in the report. Several such statements can be supplied specifying up to 100 codes. This selection specification is valid only when sorting accounts by activities and subactivities.

12. SELECT CAMPUS

format: SELECT CAMPUS campus;campus;...;campus

Only those accounts with campus codes which match one of the expressed codes are to be represented in the report. Up to ten codes can be supplied.

13. EXCLUDE CAMPUS

format: EXCLUDE CAMPUS campus;campus;...;campus

Any accounts with campus codes which match one of the expressed codes are not to be represented in the report. Up to ten codes can be specified.

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When logical, REPORT SELECTION STATEMENTS can be combined to accomplish more refined reports. For example, a report could be produced which includes all UM accounts except Auxiliary Enterprise accounts.

SELECT CAMPUS 5
EXCLUDE ACTIVITIES 09;90

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PROGRAM CONTROL STATEMENTS

H. SUMMARY OF PROGRAM CONTROL STATEMENTS

{ ORDER BY CR N
ORDER BY CAMPUS } (optional)

FISCAL YEAR NN
LAST YEAR BUDGETS (optional)
SINGLE PAGE PER ACCOUNT (optional)

PRINT { ACCOUNT LEVEL
SUBACTIVITIES
ACTIVITIES
CAMPUS TOTALS
UNIVERSITY TOTALS }

{ ZERO
ONE
TWO
THREE } DIGIT DETAIL

SELECT ALL

{ SELECT
EXCLUDE } LEDGERS _____; _____; _____

SELECT EXPENSE
SELECT REVENUE

{ SELECT
EXCLUDE } ACTIVITIES _____; _____; _____

{ SELECT
EXCLUDE } SUBACTIVITIES _____; _____; _____

{ SELECT
EXCLUDE } CAMPUS _____; _____; _____

{ SELECT
EXCLUDE } ACCOUNTS _____; _____; _____

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BUDGET ANALYSIS REPORT

JOB STREAM

```
/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/INCLUDE $FASCLVS JCL
/INCLUDE $FASPBVS JCL (optional - include when requesting last year budgets)
// EXEC FABAO1
passwd
    •
    •
budget analysis control statements
    •
    •
/*
/&
* $$ EOJ
```

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Input	
I Password/Major Mode/Report Specification Statement.....	140
II Program Control Statements	141-148
III Update Requests	149-154
IV Sample Job Stream	155-156
V Summary of Program Control Statements	157-158

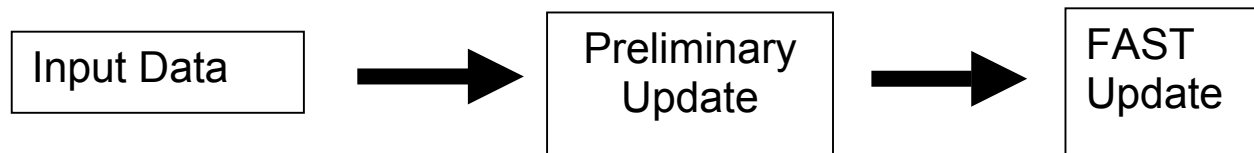
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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INTRODUCTION

BUDGET PREPARATION gives the users of FAST a tool to facilitate the processing and display of budget requests as well as the approval of future budgets. Through BUDGET PREPARATION, a user can prepare budget requests for machine display by applying relatively free format batched input data to the future budget dollar field. Such update requests can be processed in either a scratch mode or an update mode. When operating in the update mode the following sequence occurs:



As can be seen, the input data passes through two update routines. The first update routine performs a preliminary check of the data. Any errors detected during the preliminary update will result in the rejection of the entire update request. Once the data gets by the preliminary update, it is passed to the FAST update routine. At this point any detected errors are rejected, but all correct entries are updated and applied to the future budget dollar field. This means that once the data reaches the FAST update routine, only the incorrect entries need to be corrected and the entire request need not be rerun. The output of the FAST update is AD010 which is sent to the Office of Accounting.

When operating in the scratch mode only the preliminary update occurs and the file is not permanently updated. For reporting purposes it appears as if the field is updated while in reality it is not. The scratch mode therefore facilitates data verification before physically altering the future budget dollar field.

The sequence of events related to budget preparation processing are shown on the next page.

BUDGET PREPARATION is applicable to unrestricted accounts only (Ledgers 1, 2, or 3). Any reference to designated or restricted accounts is rejected.

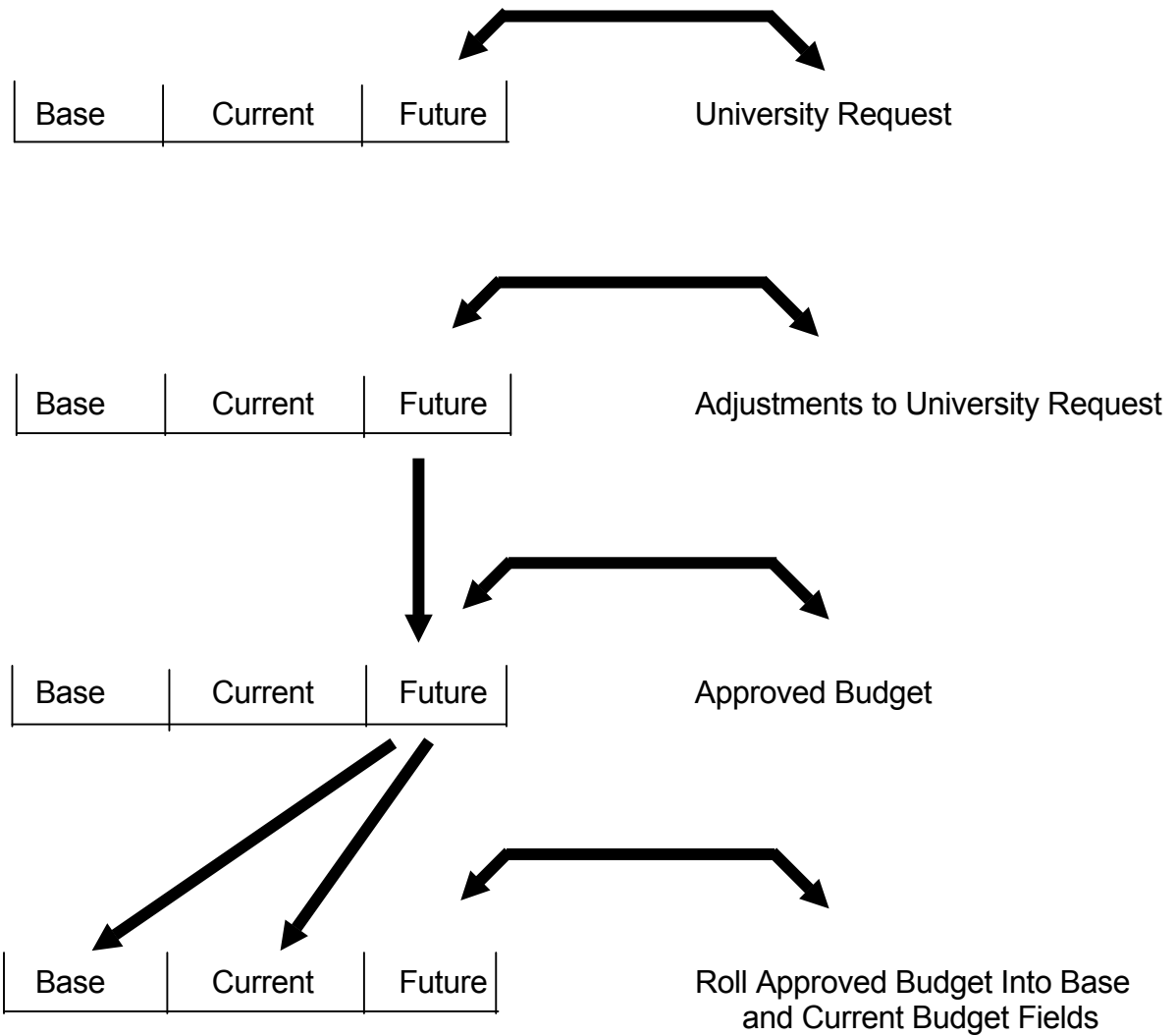
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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INTRODUCTION

BUDGET PREPARATION SEQUENCE



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INTRODUCTION

Options are available to allow the user of BUDGET PREPARATION to affect the report output as follows:

1. Sorting of records in one of three ways:
 - by activities and subactivities
 - by campus responsibility centers
 - by account number
2. Request the printing of prior year's base and current budget
3. Selection or exclusion of records
4. Limitation of the output by summary levels
5. Specification of the detail to which object codes are printed
6. Paging control
7. Control of years to be printed in the heading
8. Suppress difference printing
9. Inclusion of update requests

The output of BUDGET PREPARATION passes through a series of summary levels depending upon the options chosen. These levels, in order from the most detailed, are as follows:

ACCOUNT LEVEL
SUBACTIVITIES WITHIN UNIVERSITY
ACTIVITIES OR RESPONSIBILITY CENTERS WITHIN UNIVERSITY
UNIVERSITY SUMMARY
SUBACTIVITIES
ACTIVITIES
SYSTEM-WIDE SUMMARY

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INTRODUCTION

Object code and object code groupings constitute the detail within summary levels. Each summary level is derived from the accumulation of the detail within it. The activation of any option limiting the level of detail to which the summaries are to be reported has no effect on how the summary amounts are calculated. The actions taken by the select or exclude options affect the calculation of summary amounts in that these options define the accounts that are to be processed by BUDGET PREPARATION.

REPORT FORMAT

The format of the Budget Preparation Report is shown on the following page. A brief explanation of some of the columns follows:

CURRENT BUDGET	=	current budget dollar field
BASE BUDGET	=	base budget dollar field
REQUESTED BUDGET	=	future budget dollar field

ADJUSTMENTS, REALLOCATIONS, and the PLAN columns are all blank columns to be used as memo fields.

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REPORT FORMAT

COMPUTER DATE 05/14/91
 TIME OF DAY 15/22/03

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 BUDGET PREPARATION REPORT

PAGE 6

UMX
 ACTIVITY
 SUBACTIVITY

	90/91 CURRENT BUDGET	90-91 YTD ACTUAL	90/91 BASE BUDGET	91/92 REQUESTED BUDGET *****	ADJUST- MENTS	REALLO- CATIONS	91/92 PLAN	FY92 REQ VS FY91 BASE DIFFERENCES DOLLAR PERCENT
NNNNNN	XXXXXXXXXXXXXXXXXXXXXXXXXXXX							
050	STUDENTS							
060	INDIVIDUALS							
	** TOTAL REVENUE							
100	SALARIES							
190	EMPLOYEE BENEFITS							
	** TOTAL OF 1XX							
200	WAGES							
290	EMPLOYEE BENEFITS							
	** TOTAL OF 2XX							
	** TOTAL OF 1XX-3XX							
400	SERVICES NON-EMP							
403								
	** TOTAL OF 40X							
440	POSTAGE & SHIPPING							
490	TRAVEL OUT-STATE							
	** TOTAL OF 4XX							
700	EQUIP NEW (+500)							
900	INTERDEPT CREDIT							
	** TOTAL EXPENSE							

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REPORTS

BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT**

Input to BUDGET PREPARATION consists of both required and optional entries. The input types and formats are as follows:

I. PASSWORD/MAJOR MODE/REPORT SPECIFICATION STATEMENT

format: passwo major mode report specification

A. passwo

A six-character FAST password placed in columns one to six of the entry line.

B. major mode specification

Either SCRATCH or UPDATE is placed in consecutive columns following the FAST password. At least one blank column must separate the password from the major mode specification. If UPDATE is entered BUDGET PREPARATION will effect a permanent update to the future budget dollar field. If SCRATCH is entered only a trial update will be effected. If both statements are omitted BUDGET PREPARATION will default to SCRATCH.

C. report specification

Either REPORT or NOREPORT is placed in consecutive columns following the major mode. At least one blank column must separate the major mode from the report specification. If NOREPORT is entered only diagnostics will be reported. If REPORT is entered, the full report as specified below will be printed. If both statements are omitted BUDGET PREPARATION will default to NOREPORT.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

II. PROGRAM CONTROL STATEMENTS

The statements presented in this section can be utilized to define the major characteristics of the report. Restrictions on statement formation are as follows:

1. Each statement must be wholly contained on one entry line.
2. Statement components must be placed on the line in the order shown.

A. RECORD SORTING MODE

Records may be sorted in one of three ways:

- (1) by activities and subactivities
- (2) by campus responsibility centers
- (3) by account number

The default option is to group accounts by activities and subactivities. If this option is desired, no entry is needed. If one of the other options is desired, one of the following lines must be entered.

ORDER BY CR N

This causes the printing of accounts to be done by account number within values of the campus responsibility code (N) specified. Those accounts with a blank code are grouped together in one category. Only one Campus Responsibility Center may be chosen at a time.

ORDER BY CAMPUS

This causes the printing of accounts in account number sequence.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

B. FISCAL YEAR STATEMENT**format:** FISCAL YEAR NN

This statement causes the specified fiscal year to be printed in the heading over the Requested Budget column. The fiscal year prior to the specified year is printed over the Current Budget and Base Budget columns. This is a Mandatory statement.

C. LAST YEAR BUDGETS STATEMENT**format:** LAST YEAR BUDGETS

This statement causes the prior year's base and current budgets to be printed in place of the current year's budgets. This option would typically be used after the beginning of a new year (July 1) at which point the prior year's base and current budgets have been deleted from the file. The default is to print the current year's budgets.

D. SUPPRESS DIFFERENCE STATEMENT**format:** SUPPRESS DIFFERENCE PRINTING

This statement causes the printing of the last two columns of the report to be suppressed.

E. PAGING CONTROL STATEMENT**format:** SINGLE PAGE PER ACCOUNT

This statement provides the user with the capability to request that a new page be started for each new account or summary level of the report.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

F. PRINT LEVEL STATEMENT

format: PRINT level specification

The PRINT LEVEL STATEMENT, when specified, indicates the most detailed level to which the report is to be produced. Selection of the more detailed levels automatically gives rise to the natural summary levels indicated. The possible values of 'level specification' are as follows:

<u>Beginning Level Specification</u>	<u>Additional Levels Printed</u>
1. ACCOUNT LEVEL	
sort by activities and subactivities	2,3,4,5,6,7
sort by campus responsibility center	3,4,7
sort by account number	4,7
2. SUBACTIVITIES BY CAMPUS	
sort by activities and subactivities	3,4,5,6,7
sort by campus responsibility center	invalid
sort by account number	invalid
3. ACTIVITIES BY CAMPUS	
sort by activities and subactivities	4,6,7
sort by campus responsibility center	4,7
sort by account number	Invalid
4. CAMPUS TOTALS	
sort by activities and subactivities	7
sort by campus responsibility center	7
sort by account number	7

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INPUT

<u>Beginning Level Specification</u>	<u>Additional Levels Printed</u>
5. SUBACTIVITIES	
sort by activities and subactivities	6,7
sort by campus responsibility center	invalid
sort by account number	invalid
6. ACTIVITIES	
sort by activities and subactivities	7
sort by campus responsibility center	invalid
sort by account number	invalid
7. UNIVERSITY TOTALS	
sort by activities and subactivities	7
sort by campus responsibility center	7
sort by account number	7

Should the PRINT LEVEL STATEMENT be omitted, UNIVERSITY TOTALS are assumed.

G. REPORT DETAIL STATEMENT

format: level indication DIGIT DETAIL

The REPORT DETAIL STATEMENT, when provided, specifies the object code detail at which the report is to be printed. The possible values of 'level indication', in order of ascending detail, are as follows:

- | | | |
|----|-------|-------|
| 1. | ONE | (NXX) |
| 2. | TWO | (NNX) |
| 3. | THREE | (NNN) |

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT**

The parenthesized entries are not a part of 'level indication' and should not be placed on the entry line. Specification of the REPORT DETAIL STATEMENT defines the point where object code printing is to start. All natural summary levels of lower detail are printed. Should the REPORT DETAIL STATEMENT be omitted, ONE DIGIT DETAIL is assumed.

H. REPORT SELECTION STATEMENTS

REPORT SELECTION STATEMENTS provide the means by which accounts are selected into or excluded from BUDGET PREPARATION. Thirteen such statements have been defined and are discussed below. At least one REPORT SELECTION STATEMENT must be supplied.

1. SELECT ALL

format: SELECT ALL

All accounts are represented in the report. When this statement is presented it must be the only REPORT SELECTION STATEMENT.

2. SELECT LEDGERS

format: SELECT LEDGERS ledger;ledger;ledger

Only those accounts associated with the indicated ledgers are to be represented in the report. If this statement is omitted, all three ledgers will be selected. Up to three codes can be specified.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT****3. EXCLUDE LEDGERS**

format: EXCLUDE LEDGERS ledger;ledger;ledger

Any accounts associated with the indicated ledgers are not to be represented in the report. Up to three codes can be specified.

4. SELECT ACCOUNTS

format: SELECT ACCOUNTS acct;acct;...;acct

The specified accounts (seven-digit) are to be represented in the report. Several such statements can be presented specifying up to 100 accounts. When this statement is supplied, no other REPORT SELECTION STATEMENTS may be specified.

5. EXCLUDE ACCOUNTS

format: EXCLUDE ACCOUNTS acct;acct;...;acct

The specified accounts (seven-digit) are not to be represented in the report. Several such statements can be presented specifying up to 100 accounts.

6. SELECT REVENUE

format: SELECT REVENUE

Only those accounts with non-zero revenue codes are to be represented in the report. This selection specification is valid only when sorting accounts by activities and subactivities.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT****7. SELECT EXPENSE****format:** SELECT EXPENSE

Only those accounts with non-zero expense codes are to be represented in the report. If neither REVENUE nor EXPENSE are selected, then both will be selected. This selection specification is valid only when sorting accounts by activities and subactivities.

8. SELECT ACTIVITIES**format:** SELECT ACTIVITIES code;code;...;code

Only accounts with revenue or expense codes or campus responsibility center codes whose first two digits match one of the expressed codes are to be represented in the report. Up to ten codes can be specified.

9. EXCLUDE ACTIVITIES**format:** EXCLUDE ACTIVITIES code;code;...;code

Any accounts with revenue or expense codes or campus responsibility center codes whose first two digits match one of the expressed codes are not to be represented in the report. Up to ten codes can be specified.

10. SELECT SUBACTIVITIES**format:** SELECT SUBACTIVITIES code;code;...;code

Only those accounts with revenue or expense codes which match one of the expressed codes are to be represented in the report. Several such statements can be supplied specifying up to 100 codes. This selection specification is valid only when sorting accounts by activities and subactivities.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT****11. EXCLUDE SUBACTIVITIES**

format: EXCLUDE SUBACTIVITIES code;code;...;code

Any accounts with revenue or expense codes matching one of the expressed codes are not to be represented in the report. Several such statements can be supplied specifying up to 100 codes. This selection specification is valid only when sorting accounts by activities and subactivities.

12. SELECT CAMPUS

format: SELECT CAMPUS campus;campus;...;campus

Only those accounts with campus codes which match one of the expressed codes are to be represented in the report. Up to ten codes can be supplied.

13. EXCLUDE CAMPUS

format: EXCLUDE CAMPUS campus;campus;...;campus

Any accounts with campus codes which match one of the expressed codes are not to be represented in the report. Up to ten codes can be specified.

When logical, REPORT SELECTION STATEMENTS can be combined to accomplish more refined reports. For example, a report could be produced which includes all UM accounts except Auxiliary Enterprise accounts.

SELECT CAMPUS 5
EXCLUDE ACTIVITIES 09;90

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

III. UPDATE REQUESTS

The statements and data presented in this section can be utilized to prepare relatively free format batched input data for updating the future budget dollar field. Either trial updates or actual file updates can be processed depending upon the MAJOR MODE SPECIFICATION previously discussed.

A. START UPDATE BATCHES STATEMENT

format: START UPDATE BATCHES

Signals the beginning of the UPDATE REQUEST section and must precede the batched input data.

B. BATCH HEADER STATEMENT

format: I IIIII START BATCH DATE=MMDDYY TOTAL=NNN,NNN.00

The six-character batch ID number is placed in columns one to six of the entry line. This is a partially campus dependent number and should be coded as follows:

Batch ID Numbers

UMA	1FB001 - 1FB999
UMF	2FB001 - 2FB999
UMFK	3FB001 - 2FB999
UMM	4FB001 - 4FB999
UM	5FB001 - 5FB999
UMPI	7FB001 - 7FB999
USM	6FB001 - 6FB999
CO/SWS	8FB001 - 8FB999

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT**

These batch ID numbers should be numbered sequentially and the same number cannot be used twice. Each campus will need to keep a record of each batch ID number used to prevent using the same one twice. The same batch number may be used more than once in the scratch mode; it is only in the update mode that the sequential numbering rule applies. This permits the user to process the same batch several times in the scratch mode in order to weed out any errors, and then process the same batch in the update mode once all errors have been eliminated. The date refers to the month, day, and year. The total refers to the total dollar amount of the batch without regard to sign, i.e., do not net the debits and credits. Commas must be typed and the pennies must be entered as shown.

C. INPUT DATA

format: A=NNNNNNN;XXX=NNN;XXX=NNN

The first portion of this entry refers to the seven-digit account number. Following the account number are successive inputs of three-digit object codes and dollar amounts in whole dollars. Budget entries can be strung out on one line up to 80 characters, or can be entered one per line. The seven-digit account number does not have to be repeated for each object code. Care should be taken not to enter too many different object codes on one line. If the same ten-digit account number is entered more than once within the same input batch, the printed report will incorporate all the entries while the computer file will be updated with only one of the entries. This would lead one to think that the computer file is correct based on the printed output when in fact it is not correct. It is recommended that no more than one entry be made for each ten-digit account within an update batch.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT**

The following sign convention should be followed:

expense object code:

normal expense(no sign): NNN
deductions from expense (object code
900): -NNN

revenue object code:

normal revenue: -NNN
deductions from revenue, e.g., waivers
(no sign): NNN

D. END BATCH STATEMENT

format: END BATCH

Signals the end of the particular batch which begins with the immediately preceding BATCH HEADER STATEMENT. Any number of batches may be processed in a single run. Each batch, however, must have its own BATCH HEADER STATEMENT and END BATCH STATEMENT.

E. END UPDATE BATCHES STATEMENT

format: END UPDATE BATCHES

Signals the end of the UPDATE REQUEST section and must appear at the end of the update request.

A couple of points should be emphasized with regard to batches. It is highly recommended that batch sizes be kept relatively small. This permits easier identification of errors. Also, a large volume of data will be processed by all campuses during budget preparation periods, thus tying up a lot of disk storage space. As soon as a batch has been successfully processed in the update mode, the associated data files can be deleted after a waiting period of perhaps three days, thus making room for more files.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

In order to clarify the above discussion regarding UPDATE REQUESTS, the following is presented:

**Account No. 8-2-62100
Office of Budget and Financial Planning**

<u>Object Code</u>	<u>Budget Request</u>
100 Salaries	\$ 5,000
200 Wages	4,000
420 Supplies	1,000
450 Printing	1,000
480 In-State Travel	800
490 Out-of-State Travel	<u>200</u>
	<u>\$12,000</u>

If a user wished to prepare an UPDATE REQUEST with the above data, the following batch would be prepared:

```

START UPDATE BATCHES
8FB001 START BATCH DATE=122676 TOTAL=12,000.00
A=8262100;100=5000;200=4000;420=1000;
450=1000;
480=800;490=200
END BATCH
END UPDATE BATCHES

```

Another consideration when submitting UPDATE REQUESTS is diagnostics. Two sample output pages are presented on the next pages.

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INPUT

COMPUTER DATE 06/19/75 UNIVERSITY OF MAINE SYSTEM PAGE 1
TIME OF DAY 13/12/11 BUDGET PREPARATION REPORT
INPUT STREAM LISTING AND DIAGNOSTICS

++ No Report Mode Spec., No Report Assumed.

Start Update Batches

3FB101 Start Batch Date = 061775 Total = 1,250,000.00

3FB102 Start Batch Date = 061875 Total = 250,000.00

A=A156382; 126=30000; 1A2=25000;

++Invalid Account Number in Update Request.

++Bypassing Input Pair Looking for Account.

++Invalid Object Code Specification.

A=3256123; 126=30000; 1A2=25000; 200=56000;

++Invalid Object Code Specification.

End Batch

End Update Batches

++Report Detail Not Spec., One-Digit Assumed.

++No Print Level Spec., Total Univ Assumed.

A = A156382 There is an invalid character in the account number

1A2 = 25000 There is an invalid character in the object code

SECTION H

UNIVERSITY OF MAINE SYSTEM
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REPORTS

BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

COMPUTER DATE	06/19/75	UNIVERSITY OF MAINE SYSTEM	PAGE 2
TIME OF DAY	13/02/11	BUDGET PREPARATION REPORT	
		BATCH CONTROL STATISTICS	

BATCH ID	BATCH DATE	CONTROL AMOUNT	COMPUTED AMOUNT	RECORD COUNT	FIELD ERRORS	TOTALS MISMATCH
3FB101	06/17/75	1,250,000.00	1,550,000.00	4		*****
3FB102	06/18/75	250,000.00	116,000.00	3	*****	*****

Asterisks in the field errors column imply that such errors as invalid account numbers or invalid characters in either the account number or object code have appeared. Asterisks in the totals mismatch column imply that the batch total doesn't equal the computed total for that batch. The record count is a count of all correct entries. If any errors are detected in any batch of a single run, the entire update request will be rejected. This means that all errors in a run must be eliminated before the file can be updated.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

Sample job streams and a summary of budget preparation control statements are shown on the following pages.

IV. SAMPLE JOB STREAM

```
// JOB XXXXXXXX,YYYYYY, OWNERSHIP
/INCLUDE $FASCLVS JCL
// EXEC FACB01
PASSWO SCRATCH REPORT
FISCAL YEAR 80
PRINT UNIVERSITY TOTALS
ONE DIGIT DETAIL
SELECT CAMPUS 8
SELECT EXPENSE
EXCLUDE ACTIVITIES 90
START UPDATE BATCHES
8FB001 START BATCH DATE=022676 TOTAL=10,000.00
A=8262100;100=5000;200=4000;420=1000
END BATCH
8FB002 START BATCH DATE=022676 TOTAL=8,000.00
A=8262200;100=4000;200=3000;900=-1000
END BATCH
END UPDATE BATCHES
/*
/&
```

The above request would perform a trial update of the file with the indicated data and would produce a one page report to the one-digit object code level of detail. Only E & G expense accounts for campus 8 would be represented in the report.

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS**INPUT**

The following is another sample job stream including power job statements.

```
/SPOOL TO VSE FORM Xp DIST xxxxxxxx  
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx  
* $$ LST DEST=(node,destid)  
// JOB xxxxxxxx acctcde comment  
/INCLUDE $FASCLVS JCL  
/INCLUDE $FASPBVS JCL (optional - include when requesting last year budgets)  
// EXEC FACB01
```

•

•

budget preparation control statements

•

•

/*

/&

* \$\$ EOJ

UNIVERSITY OF MAINE SYSTEM
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REPORTS

BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

INPUT

V. SUMMARY OF PROGRAM CONTROL STATEMENTS

PASSWO { SCRATCH UPDATE } { REPORT NOREPORT }

ORDER BY CR N (optional)

ORDER BY CAMPUS (optional)

FISCAL YEAR NN

LAST YEAR BUDGETS (optional)

SUPPRESS DIFFERENCE PRINTING (optional)

SINGLE PAGE PER ACCOUNT (optional)

PRINT { ACCOUNT LEVEL (BY CAMPUS)
SUBACTIVITIES (BY CAMPUS)
ACTIVITIES
CAMPUS TOTALS
UNIVERSITY TOTALS }

{ ONE
TWO
THREE } DIGIT DETAIL

SELECT ALL

{ SELECT EXCLUDE } LEDGERS _____; _____; _____;

SELECT EXPENSE
SELECT REVENUE

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BUDGET PREPARATION PROGRAM FOR UNRESTRICTED FUNDS

{ SELECT }
{ EXCLUDE } ACTIVITIES _____; _____; _____;

{ SELECT }
{ EXCLUDE } SUBACTIVITIES _____; _____; _____;

{ SELECT }
{ EXCLUDE } CAMPUS _____; _____; _____;

{ SELECT }
{ EXCLUDE } ACCOUNTS _____; _____; _____;

START UPDATE BATCHES
/INCLUDE DDDDDD
.
.
.
END UPDATE BATCHES

} (if providing input data)

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Ad Hoc Reporting - NATURAL

NATURAL is a general purpose programming language that can be used by relatively non-technical people to retrieve data from the FAST file. The following sections describe the general job stream used to submit NATURAL jobs to VSE.

THE BASIC FAST NATURAL JOBSTREAM

Natural can be used to run programs that read or write the FAST VSAM files. The basic Natural jobstream consists of the following statements:

```

/SPOOL TO VSE FORM xP DIST xxxxxxxx
* $$ JOB JNM=xxxxxxx,ROOM=xxxxxxx
* $$ LST DEST=(node,destid)
// JOB xxxxxxxx acctcde comment
/PROC NAT2JCL
/INCLUDE FASTFILS JCL (use FAYEFILS JCL if reading the year-end files)
/PROC NATBATCH VSAM=YES
STACK=(LOGON natlogon,passw)
/*
JOBNAME
FIN
/*
/&
* $$ EOJ

```

Any Natural program you run must have these statements.

You will need to replace:

natlogon - with the name of your Natural library
passw - with the Natural library's password

The following three pages provide the record definition for the FAST files.

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

General Ledger

	1 GLRECORD		
	2 GLACCT	A	7
R	2 GLACCT		
	3 GLCAMPUS	A	1
	2 GLDELETE	A	1
	2 GLFREEZE	A	1
	2 GLREVIEW	A	1
	2 GLDROP	A	1
	2 GLEXTRA	A	2
	2 GLYTD	A	1
	2 GLDESCRIPTION	A	26
	2 GLRESPERSON	A	16
	2 GLRESADDRESS	A	16
	2 GLPASSWORD	A	6
	2 GLFUNDING	A	2
	2 GLTEMPINC	A	1
	2 GLDIST91	A	3
	2 GLEXTRA1	A	6
	2 GLASTLIA	A	1
	2 GLFUNDBAL	A	2
	2 GLCASHFLOW	A	2
	2 GLYESCH	A	2
	2 GLEXTRA2	A	2
	2 GLPERM	A	8
	2 GLINCREST	A	3
	2 GLEXTRA1A	A	5
	2 GLEFDIST	A	7
	2 GLLOCNO	A	12
	2 GLEXTRA3	A	2
	2 GLGRANT	A	25
	2 GLEXTRA3A	A	18
	2 CONTROL	A	3
	2 GLFLAGS	A	7

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

General Ledger

(continued)

	2 GLTITLE	A	16	
	2 GL-LASTACT	A	3	
	2 GL-YTD	P	9.2	
	2 GL-CURRMON	P	9.2	
	2 GL-BB	P	9.2	
	2 GLEXTRA4	A	41	
	1 GL-CONTROL-BLOCK			
	2 GL-CONTROL-CAMPUS	A	1	
	2 GL-CONTROL-PASSWORD	A	6	
	2 GL-CONTROL-MODE	A	1	
	2 GL-CONTROL-ID	A	7	
	2 GL-CONTROL-AC	A	3	INIT<' '>
	2 GL-CONTROL-RETURN	A	1	
	2 GL-CONTROL-LIMIT	N	6	INIT<0>
	2 GL-CONTROL-FILE	A	1	INIT<'G'>
R	1 GL-CONTROL-BLOCK			
	2 GL-CONTROL-PARMS	A	26	

Subsidiary Ledger

	1 SLRECORD			
	2 SLACCT	A	7	
R	2 SLACCT			
	3 SLCAMPUS	A	1	
	2 DELTE	A	1	
	2 FREEZE	A	1	
	2 REVIEW	A	1	
	2 BUDSUP	A	1	
	2 DROP	A	1	
	2 BUDREA	A	1	

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

Subsidiary Ledger

(continued)

2 BUDGFRWD	A	1
2 DESCRIPTION	A	26
2 RESPerson	A	16
2 RESADDRESS	A	16
2 PASSWORD	A	6
2 T-FUNDING	A	2
2 SLFILL	A	1
2 SLACCTBAL	P	13.2
2 SLFILL1	A	1
2 REVENUE	A	4
2 EXPENSE	A	4
2 SWSCODE1	A	2
2 SWSCODE2	A	2
2 FILL3	A	3
2 CR-1	A	2
2 CR-2	A	2
2 CR-3	A	2
2 CR-4	A	2
2 MAJSRC	A	2
2 DIST9091	A	3
2 FILL4	A	1
2 TERMDATE	A	4
2 EXTRA1	A	3
2 MINSRC	A	3
2 DEPT	A	3
2 BIRTHDATE	A	4
2 FILL7	A	17
2 RESTRICT	A	3
2 CLOSING	A	7
2 GRANT	A	25
2 FILL8	A	19
2 FEDCATALOG	A	5

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

Subsidiary Ledger

(continued)

2 BUDSTRT	A	8
2 BUDEND	A	8
2 BILLCODE	A	2
2 ASSETNO	A	5
2 PROJTYP	A	2
2 PROJST	A	1
2 OBJ	A	3
2 OBJDEL	A	1
2 OBJFRZ	A	1
2 OBJREV	A	1
2 OBJBUD	A	1
2 OBJDROP	A	1
2 OBJREA	A	1
2 OBJREP	A	1
2 TITLE	A	16
2 LASTACT	A	3
2 BASEBUD	P	9.2
2 CURRBUD	P	9.2
2 FUTBUD	P	9.2
2 PROJECT	P	9.2
2 YR-TO-DATE	P	9.2
2 CURRMON	P	9.2
2 ENCUMBNCE	P	9.2
2 BBA	P	9.2
2 LASTYR	P	9.2
2 QUARTER	P	9.2
2 QUARPT	A	1
2 LAST-YR-BUD	P	9.2
2 LAST-YR-ACT	P	9.2
2 PREV-ENCUMB	P	9.2
2 PREV-YR-BUD	P	9.2
2 PREV-YR-ACT	P	9.2

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

Subsidiary Ledger

(continued)

1 SL-CONTROL-BLOCK		
2 SL-CONTROL-CAMPUS	A	1
2 SL-CONTROL-PASSWORD	A	6
2 SL-CONTROL-MODE	A	1
2 SL-CONTROL-ID	A	7
2 SL-CONTROL-OBJ	A	3 INIT<' '>
2 SL-CONTROL-RETURN	A	1
2 SL-CONTROL-LIMIT	N	6 INIT<0>
2 SL-CONTROL-FILE	A	1
R 1 SL-CONTROL-BLOCK		
2 SL-CONTROL-PARMS	A	26

Open Encumbrance

1 OERECORD		
2 OE-SCR	A	1
2 OE-ACCT	A	7
R 2 OE-ACCT		
3 OE-CAMPUS	A	1
2 OE-OBJ	A	3
2 PO-NO	A	6
2 OE-DATE	A	4
2 OE-DESCRIPTION	A	20
2 ORIGINAL	P	9.2
2 CURRENT	P	9.2
2 CREATION	A	6
2 OE-LASTACT	A	6
2 OEDROP	A	1
2 SYSDROP	A	1
2 OE-FILLER	A	13
1 OE-CONTROL-BLOCK		
2 OE-CONTROL-CAMPUS	A	1

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Ad Hoc Reporting - NATURAL

FAST NATURAL RECORD DEFINITION

Open Encumbrance

(continued)

	2 OE-CONTROL-PASSWORD	A	6	
	2 OE-CONTROL-MODE	A	1	
	2 OE-CONTROL-ID	A	10	
	2 OE-CONTROL-RETURN	A	1	
	2 OE-CONTROL-LIMIT	N	6	INIT<0>
	2 OE-CONTROL-FILE	A	1	INIT<'O'>
R	1 OE-CONTROL-BLOCK			
	2 OE-CONTROL-PARMS	A	26	