



College Financial System User Procedure

Title:

CFS Web Financials

Description:

The CFS Web Financials offer an alternate view of your budget balances as presented in the CFS Funds Available Inquiry. The Web Financials is actually a view that is created from CFS data; the information presented in a different way, but the detail and amounts are the same as those found in CFS. This CFS web form combines information from: CFS General Ledger; CFS Purchasing; and CFS Accounts Payable systems, so you can easily navigate to get the detail of specific balances presented.

Additionally, the Web Financials reporting tool also includes translation of the Legacy FRS system account values to CFS segment values.

College Financial System (CFS) Prerequisites:

- *You need to have a unique CFS Username and Password to access this information. For this, you should contact your Fiscal Agent.*
- *You also need an internet Browser, such as Netscape or Internet Explorer.*

There are several ways to access CFS Web Financials:

Menu Path

- Copy and paste the following url into your web browser
<http://cfs1.dist.maricopa.edu:8000/pls/htmlldb/f?p=101>
- From the Maricopa Community Colleges Home Page, select EMPLOYEES > BUSINESS SERVICES > CFS Web Financials
- From the District Office Home Page, select INFORMATION TECHNOLOGIES > Business & Financial Systems > College Financial Systems > Applications & Downloads > Web Financials

Window Name:

Maricopa District Office Homepage

The screenshot shows a Netscape browser window titled "Employee Resources - Maricopa Community Colleges - Netscape". The address bar contains "http://www.maricopa.edu/employees/". The page features the Maricopa Community Colleges logo and navigation links: HOME • STUDENTS • COMMUNITY • EMPLOYEES • SEARCH. The main content area is titled "Employee Resources" and includes sections for "EMPLOYEE DIRECTORY" with a search box, "DISTRICT-WIDE GROUPS/TASKS" with a list of various committees and programs, "EMPLOYEE GROUPS" with a list of associations, "ACADEMIC AFFAIRS" with a list of centers and programs, and "BUSINESS SERVICES" with a list of financial and administrative services. A large image of hands holding a green apple with logos is featured in the center, with the text "Real Life. Real People. Real Learning." overlaid. A small black triangle with the number "1" points to the "BUSINESS SERVICES" section.

There are several ways to access the CFS Web Financials.

Field Name

Description/Action

1. Web Financials Link

If you don't have Web Financials bookmarked, you can access it through the District Office homepage.

Window Name:

Login Screen

Welcome to Web Financials!

Please login using your applications username and password.

User Name


Password

Instructions

Login using your CFS username and password.
If you do not have a CFS username and password contact your fiscal agent.
If you are unable to login please contact dl-dssc-cfs-dev@domail.maricopa.edu.

| Field Name | Description/Action |
|------------|--------------------|
|------------|--------------------|

- | | |
|--------------|---------------------------|
| 2. User Name | Enter your CFS User Name. |
| 3. Password | Enter your CFS Password |

 **Note:** You must get this user name and password from your college Fiscal Agent. It is the same user name and password used to access CFS.

- | | |
|-----------------------------------|--|
| 4. Click the Login button. | |
|-----------------------------------|--|

Window Name:

Web Financials - Hot List

SMITH J Logout

Hot List | Account Balances Report | Project to Date | Web Financials FRS

HOTLIST New Hotlist Item 5

Fiscal Year

Period

No data found in selected fiscal year/period.

Instructions

You may run the Account Balances Report or Project to Date report directly by clicking in the report title above.

To add a hot list item click the 'New Hotlist Item' above.

From your hot list you may browse directly to the summary report you wish to view with saved parameters:

1. Change the fiscal year and period if needed
2. Run the appropriate report by clicking FYTD or PYTD
 1. Click on FYTD to run the Fiscal Year To Date report
 2. Click on PYTD to run the Project To Date report

To change the sort order click on the heading of the column you wish to sort by.
An "*" next to FYTD or PYTD indicates the report that is typically run for the given fund.

The Hot List page is optional. You can run reports from the Hot List page or go directly to a summary report by clicking either the Account Balances Report or Project to Date tab at the top of the page. Following are instructions on how to create Hot List items from this page:

Field Name Description/Action

5. Click the **New Hotlist Item** button.

SMITH J Logout

Hot List | Account Balances Report | Project to Date |

Add/Edit Hot List Item Cancel Create 8

6 Fund

Unit

Charge Center

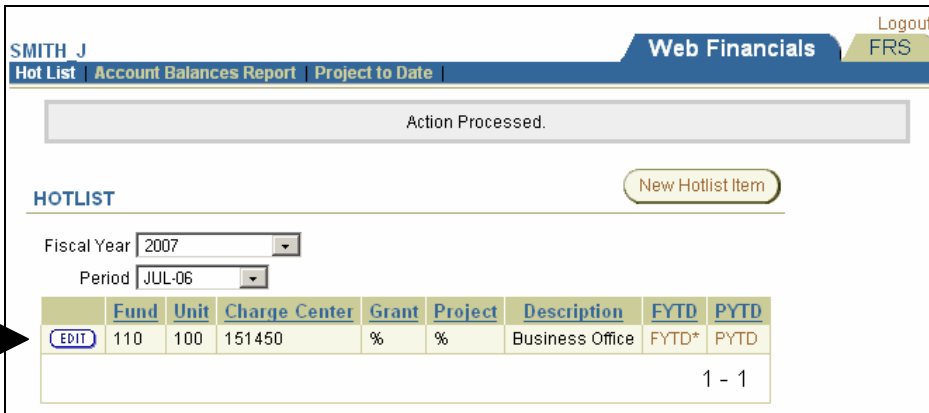
Grant

Project

7 Description


Field Name Description/Action

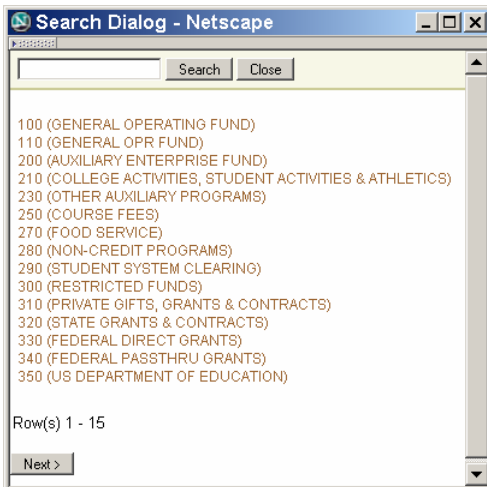
- 6. **Fund, Unit, Charge Center, Grant, Project** Enter any valid combination of values in the account segment fields. See section on **Search Feature** below
- 7. **Description** Enter a description up to 25 characters in length
- 8. Click the **Create** button.



Field Name Description/Action

- 9. Click the **Edit** button to change or delete a Hot List item

Search Feature: This updated version of the Web Financials includes a Search option on the segment value fields (Fund, Unit, Charge-Center, Object, Grant and Project). To use the feature, click on the search button  to the right of the segment value field.



When searching on an account segment, **only the first 15 results will be returned.** Narrow your search criteria to find the value you need. Use the % sign as a wildcard. Multiple wildcards can be used as well as combinations of numbers and letters to narrow the search criteria.

Using the Hot List

SMITH J
Web Financials
Logout
FRS

Hot List | Account Balances Report | Project to Date

HOTLIST New Hotlist Item

Fiscal Year ▶ 10

Period ▶ 11

| | Fund | Unit | Charge Center | Grant | Project | Description | FYTD | PYTD |
|-------------------------------------|------|------|---------------|-------|---------|--------------------|-------|------|
| <input type="button" value="EDIT"/> | 110 | 100 | 151450 | % | % | Business Office | FYTD* | PYTD |
| <input type="button" value="EDIT"/> | 210 | 100 | 141100 | % | % | College Activities | FYTD* | PYTD |
| | | | | | | | 1 - 2 | |

▶ 12

Instructions

You may run the Account Balances Report or Project to Date report directly by clicking in the report title above.

To add a hot list item click the 'New Hotlist Item' above.

From your hot list you may browse directly to the summary report you wish to view with saved parameters:

1. Change the fiscal year and period if needed
2. Run the appropriate report by clicking FYTD or PYTD
 1. Click on FYTD to run the Fiscal Year To Date report
 2. Click on PYTD to run the Project To Date report

To change the sort order click on the heading of the column you wish to sort by.
An "*" next to FYTD or PYTD indicates the report that is typically run for the given fund.

Field Name

Description/Action


10. Fiscal Year

Use the drop down list to select a different fiscal year (defaults to the current fiscal year)

11. Period

Use the drop down list to select the report Period (defaults to the current month)

12. Click the **FYTD** or **PYTD** button next to the Hot List item to run the report by fiscal year to date or project year to date, respectively. An asterisk (*) indicates the type of report that is normally run for the Fund selected.

 Note: You can sort the Hot List items by clicking the column heading of the field you wish to sort by.

Window Name:

Web Financials - Account Balances Report

SMITH J | Web Financials | Logout FRS

Hot List | Account Balances Report | Project to Date

Check Parameter Values

Fund, Unit, Charge Center, Project, or Grant is empty. Enter an appropriate value or use % to specify all.

Add to Hotlist | Reset Form

* Available Fund Balance is reported for specific funds only. For accurate results, enter a unique Fund-Unit-Charge Center Combination.

GL Balance FYTD

13 Fiscal Year All

14 Period JUL-06

15 Fund %

Unit %

Charge Center %

Grant %

Project %

Go 16

No data was found for the criteria specified.

Field Name

Description/Action

13. Fiscal Year

Use the drop down list to select the fiscal year

14. Period

Use the drop down list to select the Period

15. Fund, Unit, Charge Center, Grant, Project

Enter any valid combination of values in the account segment fields; no field can be left blank so enter a % sign as a wildcard as needed. Note: When tabbing through the account selection fields, tab twice to get to the next field. One tab takes you to the Search button.

16. Click the **Go** button to run the report

Note: If you use the % as a wildcard in your account selection, a separate report will be generated for each valid combination of Fund – Unit – Charge-Center – Grant – Project that has had any activity, even if the current balances are zero

Note: Use the **Add to Hotlist** button to include the account segment combination on the Hotlist page

Note: Use the **Reset Form** button to clear the selected account segment combinations

SMITH J Web Financials FRS

Hot List Account Balances Report Project to Date

Add to Hotlist Reset Form

* Available Fund Balance is reported for specific funds only. For accurate results, enter a unique Fund-Unit-Charge Center Combination.

GL Balance FYTD

Fiscal Year 2006
 Period JUN-06
 Fund 110
 Unit 100
 Charge Center 151450
 Grant %
 Project % Go

Fund: 110 - Unit: 100 - Charge Center: 151450 - Grant: 00000 - Project: 000000
 GENERAL PC: - BUSINESS OFFICE - FISCAL YEAR: 2006 - PERIOD: JUN-06

| Object Group | Object | Sub Object | Object Description | Original Budget | Operating Budget | Period To Date | Year To Date | Open Commitments | Balance Available |
|-------------------|--------|------------|----------------------|-----------------|------------------|----------------|--------------|------------------|-------------------|
| Personal Services | 51114 | 0000 | RESIDENTIAL-EXT CNTR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 51220 | 0000 | MATP | 123,270.00 | 126,829.00 | 0.00 | 108,350.35 | 48,703.45 | -30,224.80 |
| | 51230 | 0000 | SUPPORT, CLASSIFIED | 162,245.00 | 164,025.00 | 0.00 | 102,964.43 | 40,343.55 | 20,717.02 |
| | 51290 | 0000 | PRIOR YR. VACATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Field Name | Description/Action |
|-------------------------------|------------------------------------------------------------------------------------------------------------------|
| 17. Object Group | Displays the major category of revenues or budget/expense items |
| 18. Object | Displays the Object code (e.g. expense type) of a particular budget line item. |
| 19. Sub Object | Displays the sub-object of a budget item. |
| 20. Object Description | Displays the description of the budget item (revenue or expense) |
| 21. Original Budget | Displays the Original Budget (this is frozen as of July 1 st .) |
| 22. Operating Budget | Displays the current (revised) budget for a particular expense code. |
| 23. Period to Date | Displays the amounts expended this month. |
| 24. Year to Date | Displays the amounts expended this year. |
| 25. Open Commits | Displays the amounts of encumbered transactions including Requisitions, Purchase Orders, and other encumbrances. |
| 26. Balance Available | Displays the budget balance available for the line item. |

Links on CFS Web Financials

If you run the cursor over the lighter colored amounts displayed on the Account Balances Report, you'll notice that the font changes to underlined red. These amounts have "links" that allow you to "drill down" to detailed information about the balance amount selected. Following are samples of the detail provided when you click on a balance in the various amount columns of the report.

Window Name:

Fiscal Year To Date Budget Transactions

| SMITH J | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------|-------------|----------|---------------------|------------------|-------|
| Hot List Account Balances Report Project to Date | | | | | | | |
| Fiscal Year To Date Budget Transactions | | | | | | | |
| Back to GL Balances | | | | | | | |
| Fund: 110 - Unit: 100 - Charge Center: 151450 - Object: 51220 - Sub Object: 0000 - Grant:00000 - Project: 000000 GENERAL OPR - PC: - BUSINESS OFFICE - MATP - NONE - NONE | | | | | | | |
| Posted Date | Batch Name | Source | Line Number | Category | Amount | Line Description | |
| 15-SEP-05 | CJE: EDU_STEP_FY06_SEPT_DO_LY_050914 Transfer 1322736: B | Transfer | 460 | Budget | \$3,559.00 | | |
| 17-JUN-05 | BEGINNING BUDGET JUL-05 Budget Journal 1279344: B | Budget Journal | 7993 | Other | \$123,270.00 | FY 2006 BUDGET | |
| Account Header total: | | | | | \$126,829.00 | | |
| report total: | | | | | \$126,829.00 | | |
| Download Results | | | | | | | 1 - 2 |

This page is returned if you click on an amount in the *Operating Budget* column.

Budget Transactions: Includes the BEGINNING BUDGET entry that posts the line item budget to the *Operating Budget*. Budget transfer journal entry transactions show monies transferred in and out of your account and are the reason *Operating Budget* differs from the *Original Budget* amount.

Notice that in this screen, you cannot see both sides of the journal transaction. You can only see the side that affects your account. To see both sides of a journal transaction, you need to write down the entire Batch Name, and research the details of this JE in the *Account Inquiry* form in the CFS system.

To return to the Account Balances Report, click the [Back To GL Balances](#) button at the top of the page.

Window Name:

Fiscal Year To Date Expenditure Transactions

SMITH J

Hot List Account Balances Report Project to Date

Fiscal Year To Date Expenditure Transactions

[Back To GL Balances](#)

Fund: 110 - Unit: 100 - Charge Center: 151450 - Object: 56100 - Sub Object: 0000 - Grant:00000 - Project: 000000
GENERAL OPR - PC: - BUSINESS OFFICE - COMMUNICATIONS - NONE - NONE

| Posted Date | Batch Name | Vendor Name | Req Num | Po Num | Invoice | Line Num | Amount | Description |
|------------------------------|----------------|---------------------------|-----------|----------|---------------------------|----------|---------------|--------------------------------------------------------------|
| 28-FEB-06 | AP | ALLTEL COMMUNICATIONS INC | 348893 | 266985 | PX36C7V/2/2006 | 1 | 4.29 | Increase PO#266985 |
| 02-FEB-06 | AP | ALLTEL COMMUNICATIONS INC | 348893 | 266985 | PX36C7V/01/2006 | 1 | 58.67 | Increase PO#266985 |
| 31-JAN-06 | AP | ALLTEL COMMUNICATIONS INC | 348893 | 266985 | PX36C7V/1/2006 | 1 | 58.67 | Increase PO#266985 |
| 06-JAN-06 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/12/2005 | 1 | 43.84 | Blkt PO FY05/06 for cell phone service. |
| 06-JAN-06 | AP | ALLTEL COMMUNICATIONS INC | 348893 | 266985 | PX36C7V/12/2005 | 2 | 26.28 | Increase PO#266985 |
| 16-DEC-05 | PC_DEP1:051209 | PC_DEP1:051209 | Recurring | Receipts | | 40 | -76.80 | WZ59290 PO#266985 - TO REDUCE AN EXPENSE PAUL DEROSE CK#2393 |
| 05-DEC-05 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/11/2005 | 1 | 136.25 | Blkt PO FY05/06 for cell phone service. |
| 01-NOV-05 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/10/2005 | 1 | 24.45 | Blkt PO FY05/06 for cell phone service. |
| 04-OCT-05 | PC_DEP1:050929 | PC_DEP1:050929 | Recurring | Receipts | | 280 | -81.26 | WZ58293 PAUL DEROSE CK 2375 P.O. 266985 REDUCE EXPENSE |
| 04-OCT-05 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/9/2005DEROSE | 1 | 399.30 | Blkt PO FY05/06 for cell phone service. |
| 29-AUG-05 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/8/2005PAUL | 1 | 47.48 | Blkt PO FY05/06 for cell phone service. |
| 03-AUG-05 | AP | ALLTEL COMMUNICATIONS INC | 330282 | 266985 | PX36C7V/7/2005PAUL DEROSE | 1 | 48.68 | Blkt PO FY05/06 for cell phone service. |
| Account Header total: | | | | | | | 689.85 | |
| report total: | | | | | | | 689.85 | |

[Download Results](#)

1 - 12

This page is returned if you click on an amount in the *Year To Date* column.

Year to Date Expenditures: the detail of all the monies spent for the entire fiscal year through the Period selected. Purchase detail includes the vendor, requisition number, purchase order number, invoice number, item description, and amount paid. Adjusting journal entry (JE) detail includes the CFS Batch Name, Source (under Req Num), Category (under PO Num), and the JE Line Description.

To return to the Account Balances Report, click the [Back To GL Balances](#) button at the top of the page.

Window Name:

Open Commitment Transactions

SMITH J
Hot List | Account Balances Report | Project to Date

Open Commitment Transactions

[Back To GL Balances](#)

Fund: 110 - Unit: 100 - Charge Center: 151450 - Object:54100 - Sub Object:0000 - Grant:00000 - Project: 000000
GENERAL OPR - PC: - BUSINESS OFFICE - GENERAL SUPPLIES - NONE - NONE


| Posted Date | Vendor Name or GL Batch | Req Num. | Po Num. | Balance | Description |
|-------------|--------------------------------|-------------|------------|---------|-----------------------------------------|
| 01-JUL-05 | VISION BUSINESS PRODUCTS OF AZ | 330284 | 266983 | 648.19 | Blanket PO FY05/06 for toner cartridges |
| | | | | 648.19 | |
| | | | | 648.19 | |

Download Results 1 - 1

This page is returned if you click on an amount in the *Open Commitments* column.

Open Commitment Transactions: the detail of any open purchase orders (POs) or requisitions (Reqs) that have a line item charged to the selected account code combination. Detail includes the vendor name, Req number, PO number, item description, and amount. Manual encumbrance entries also appear on this page and are reported for the selected fiscal year only.

To return to the Account Balances Report, click the [Back To GL Balances](#) button at the top of the page.

These reports may be printed by clicking the  (Print) button in the toolbar.

Window Name:

Web Financials - Project to Date

SMITH J Web Financials Logout
FRS

[Hot List](#) | [Account Balances Report](#) | [Project to Date](#)

Check Parameter Values

Fund, Unit, Charge Center, Project, or Grant is empty. Enter an appropriate value or use % to specify all.

GL Project to Date

Fiscal Year: ALL
Period: JUL-06
Fund:
Unit: %
Charge Center: %
Grant: %
Project: %

No data found.

Field Name

Description/Action

27. Fiscal Year

Use the drop down list to select the fiscal year

28. Period

Use the drop down list to select the Period

**29. Fund, Unit,
Charge Center,
Grant, Project**

Enter any valid combination of values in the account segment fields; no field can be left blank so enter a % sign as a wildcard as needed

30. Click the **Go button to run the report**

Note: If you use the % as a wildcard in your account selection, a separate report will be generated for each valid combination of Fund – Unit – Charge-Center – Grant – Project that has had any activity, even if the current balances are zero

Note: Use the **Add to Hotlist** button to include the account segment combination on the Hotlist page

Note: Use the **Reset Form** button to clear the selected account segment combinations

The resulting report is a summary by revenue and expense category for the selected account code combination since the charge center was put into use.

Add to Hotlist Reset Form

GL Project to Date

Fiscal Year: 2006
 Period: JUN-06
 Fund: 730
 Unit: 100
 Charge Center: 750010
 Grant: %
 Project: %

Go

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant: 00000 - Project: 00000
 GO BONDS :: - PC :: - LIFE WITHOUT BOND - GO IN - NONE - DEAN OF INSTRUCTION

| Object Group | Object | Sub Object | Obj Desc | Operating Budget | Period To Date | Year To Date | Project To Date | Open Commitments | Balance Available |
|-----------------------|--------|------------|----------------------|-------------------|----------------|-----------------|------------------|------------------|-------------------|
| Capital | 57005 | 1000 | CAPITAL BUDGET | 807,104.25 | 0.00 | 0.00 | 0.00 | 0.00 | 807,104.25 |
| | 57620 | 1000 | AUDIOMISUAL EQUIPME | 0.00 | 0.00 | 0.00 | 0.00 | 3,271.10 | -3,271.10 |
| | 57700 | 1000 | DESKTOP SYSTEMS | 0.00 | 0.00 | 0.00 | 65,543.12 | 51,534.49 | -117,077.61 |
| | 57720 | 1500 | OTHER COMPUTER COMPO | 0.00 | 0.00 | 1,674.61 | 1,674.61 | 0.00 | -1,674.61 |
| | 57750 | 1000 | PRINTER | 0.00 | 0.00 | 0.00 | 1,374.38 | 0.00 | -1,374.38 |
| | 58305 | 1000 | LIBRARY COLLECTION | 0.00 | 0.00 | 0.00 | 0.00 | 12,004.00 | -12,004.00 |
| Account total: | | | | 807,104.25 | 0.00 | 1,674.61 | 68,592.11 | 66,809.59 | 671,702.55 |

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant: 00000 - Project: 70055
 GO BONDS :: - PC :: - LIFE WITHOUT BOND - GO IN - NONE - DEAN OF INSTRUCTION

| Object Group | Object | Sub Object | Obj Desc | Operating Budget | Period To Date | Year To Date | Project To Date | Open Commitments | Balance Available |
|-----------------------|--------|------------|----------------------|-------------------|----------------|--------------|-------------------|------------------|-------------------|
| Capital | 57005 | 1000 | CAPITAL BUDGET | 103,089.85 | 0.00 | 0.00 | 0.00 | 0.00 | 103,089.85 |
| | 57640 | 1000 | PROJECTORS | 0.00 | 0.00 | 0.00 | 50,412.44 | 0.00 | -50,412.44 |
| | 57655 | 1000 | MISC. AUDIO VISUAL E | 0.00 | 0.00 | 0.00 | 2,999.78 | 0.00 | -2,999.78 |
| | 57655 | 1500 | MISC. AUDIO VISUAL E | 0.00 | 0.00 | 0.00 | 26,899.81 | 43.72 | -26,943.53 |
| | 57700 | 1000 | DESKTOP SYSTEMS | 0.00 | 0.00 | 0.00 | 22,734.10 | 0.00 | -22,734.10 |
| | 57950 | 1500 | MISC. FURNITURE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Account total: | | | | 103,089.85 | 0.00 | 0.00 | 103,046.13 | 43.72 | 0.00 |

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant: 00000 - Project: 700578
 GO BONDS :: - PC :: - LIFE WITHOUT BOND - GO IN - NONE - HOME ECONOMICS

| Object Group | Object | Sub Object | Obj Desc | Operating Budget | Period To Date | Year To Date | Project To Date | Open Commitments | Balance Available |
|-----------------------|--------|------------|----------------|------------------|----------------|--------------|------------------|------------------|-------------------|
| Capital | 57005 | 1000 | CAPITAL BUDGET | 10,701.90 | 0.00 | 0.00 | 0.00 | 0.00 | 10,701.90 |
| | 57705 | 1500 | SOFTWARE | 0.00 | 0.00 | 0.00 | 10,701.90 | 0.00 | -10,701.90 |
| Account total: | | | | 10,701.90 | 0.00 | 0.00 | 10,701.90 | 0.00 | 0.00 |

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant: 00000 - Project: 700874
 GO BONDS :: - PC :: - LIFE WITHOUT BOND - GO IN - NONE - PC NEW NORTHWEST PAR

| Object Group | Object | Sub Object | Obj Desc | Operating Budget | Period To Date | Year To Date | Project To Date | Open Commitments | Balance Available |
|---------------------------|--------|------------|----------------------|---------------------|----------------|-------------------|-------------------|------------------|-------------------|
| Capital | 57005 | 1000 | CAPITAL BUDGET | 200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200,000.00 |
| | 57110 | 1000 | SITE DEVELOPMENT-LND | 0.00 | 0.00 | 99,420.00 | 107,660.00 | 0.00 | -107,660.00 |
| | 57120 | 1000 | PARKING, PARKING STR | 0.00 | 0.00 | 3,100.00 | 3,100.00 | 0.00 | -3,100.00 |
| | 57240 | 1500 | FP&D REIMBURSABLE-BL | 0.00 | 0.00 | 103.98 | 103.98 | 0.00 | -103.98 |
| ObjectGroup total: | | | | 1,120,896.00 | 0.00 | 104,298.59 | 293,204.12 | 66,853.31 | 760,838.57 |
| Account total: | | | | 200,000.00 | 0.00 | 102,623.98 | 110,863.98 | 0.00 | 89,136.02 |
| Report Total | | | | 1,120,896.00 | 0.00 | 104,298.59 | 293,204.12 | 66,853.31 | 760,838.57 |

Download Results

| Field Name | Description/Action |
|------------------------------|------------------------------------------------------------------------------------------------------------------|
| 31. Object Group | Displays the major category of revenues or budget/expense items |
| 32. Object | Displays the Object code (e.g. expense type) of a particular budget line item. |
| 33. Sub Object | Displays the sub-object of a budget item. |
| 34. Object Desc | Displays the description of the budget item (revenue or expense) |
| 35. Operating Budget | Displays the combined total revised budget for all fiscal years up to and including the selected fiscal year. |
| 36. Period To Date | Displays the amounts expended in the selected month. |
| 37. Year To Date | Displays the amounts expended in the selected fiscal year. |
| 38. Project To Date | Displays the amounts expended since the charge center was established. |
| 39. Open Commitments | Displays the amounts of encumbered transactions including Requisitions, Purchase Orders, and other encumbrances. |
| 40. Balance Available | Displays the budget balance available for the line item. |

Links on CFS Web Financials

Links to drill down information are available on the Project To Date reports as previously described in the Account Balances Reports section above. The only difference is that the drill down will include detail for all of the fiscal years that the charge center has been in use.

Window Name:

FRS – FRS To CFS Translation

Follow procedures 1-4 to log into the CFS Web Financials reporting tool.

| Field Name | Description/Action |
|------------|--------------------|
|------------|--------------------|

5. Click the **FRS** tab at the top of the page.
6. **Account** Enter a Legacy account number – this field pertains to the first 5-digits of the legacy account representing the department. Note that Search options are available. Use the % as a wildcard.
7. **Unit** Enter a Legacy unit number – 1-digit
8. **Object** Enter a Legacy object code – for revenue and expense codes, begin with “S”; for asset/liability codes, begin with “G”.
Ex: Supplies expense object would be entered as S4100
9. Click the **Go** button.

| FRS Legacy Account | Fund | Unit | Charge Center | Object | Sub Object | Grant | Project |
|--------------------|------|------|---------------|--------|------------|-------|---------|
| 13310-1-80000 | 110 | 100 | 151450 | 57700 | 1000 | 00000 | 000000 |
| 13310-1-80000 | 110 | 100 | 151450 | 57745 | 1000 | 00000 | 000000 |
| 13310-1-80000 | 110 | 100 | 151450 | 13592 | 0000 | 00000 | 000000 |
| 13310-1-80000 | 110 | 100 | 151450 | 57750 | 1000 | 00000 | 000000 |
| 13310-1-80000 | 110 | 100 | 151450 | 54112 | 0000 | 00000 | 000000 |
| 13310-1-S1111 | 110 | 100 | 151450 | 51111 | 0000 | 00000 | 000000 |
| 13310-1-S1114 | 110 | 100 | 151450 | 51114 | 0000 | 00000 | 000000 |

Field Name Description/Action

10. Click on an **FRS Legacy Account** value to drill down to detailed CFS segment value information.

SMITH J Web Financials Logout
FRS


FRS to CFS Translation Account Code Translation Detail


Account Code Translation

Back To Frs To Cfs Translation ◀

| Account Info | | | Add To Hotlist |
|-----------------|---------------|------------------------------------|----------------|
| Segment | Value | Description from Chart of Accounts | |
| FRS | 13310-1-80000 | Legacy Account code value | |
| Fund | 110 | GENERAL OPR FUND | |
| Unit | 100 | PC: PHOENIX COLLEGE | |
| Charge Center | 151450 | BUSINESS OFFICE | 📄 ▶ |
| Object Code | 57700 | DESKTOP SYSTEMS | |
| Sub-Object Code | 1000 | CAPITAL | |
| Grant Num. | 00000 | NONE | |

Field Name Description/Action

11. Click the  button to return to the *FRS To CFS Translation* page

12. Click on the  button to add the code combination to your Hot List.



End of procedure