



FRS Quick Reference
Financial Accounting (FA) and
Fixed Assets (FFX) Systems

July 2008

FRS Helplines	
Financial Systems	621-8040
Questions about Screens Policies, Procedures, FRS Report Interpretation	
FRS Training	626 -3072
Fixed Assets System	621-8612
Questions about Screens and Inventory	
CCIT Help Desk	621-4357
Password Problems (send an email to support@fso.arizona.edu, include your FRS ID and name)	
Modem Bank	618-3190
Telecommunications	621-7999
Other Systems	
SIS	621-7793
PSOS	621-3664
FRS Help and Information Web Site	
FSO	http://www.fso.arizona.edu/
Related Web Sites:	
Electronic Reports: http://www.fso.arizona.edu/isw/	
Info. about FRS systems support projects (CCIT) http://web.arizona.edu/~frs	
Information about Fixed Assets system - FFX http://web.arizona.edu/~frs/ffx.shtml	

For detailed screen and code descriptions refer to the FRS Departmental Manual.

<http://www.fso.arizona.edu/fso/deptman/>

System down times will be posted to the FRS-ALERTS listserv-

Entering FRS		
Contact your departmental computer expert or one of the numbers listed in the Help lines on panel 1 for general instructions on accessing the Entry Validation screen. Once on this screen, enter the following to access FRS:		
Computer Display	Type This	Then Press
UserID	<your user ID>	TAB
Password	<your password>	ENTER
University of AZ Main Menu	(move cursor to selected application)	ENTER

Changing Passwords
You will be prompted to change your password every 45 days. You will not be able to use the same password for the next six changes.
Type in your new password (4-8 characters) Press TAB Type the password in again Press ENTER
You will be taken to the University of Arizona Main Menu Screen

Exiting FRS
Type SO (Sign Off) in the SCREEN field on any screen. Press ENTER .
If you have an OLR session open, you will be taken to screen 03A. Type C (close). Press ENTER . Type SO . Press ENTER .
At the Supersession Menu press F3 (ESC 3 ProComm) When the pop-up window appears, press ENTER .

FRS listservs
Sign up for FRS and other Business related listservs at:
http://uabis.arizona.edu/listserv/

Financial Accounting (FA) Screens	
http://www.fso.arizona.edu/fso/deptman/16/1651scre.html	
Subsidiary Ledger (SL) Accounts	
09R	SL Acct Report.
09S	SL Acct Summary
09X	SL Acct Inquiry
019	List 6 Digit SL
022	List SL Budget Data
041	10 Digit SL Snapshot
SL Open Commitments (OC) Records	
020	List 10 Digit SL-OC
021	List OC File
027	OC By Reference No.
042	OC Record Snapshot
General Ledger (GL) Accounts	
09W	General Ledger (GL) Acct Inquiry
018	List 6 Digit GL
040	10 Digit GL Snapshot
045	List Assoc. SL
Detail Transactions (GL & SL)	
023	Transaction Inquiry
23D	Expanded Transaction Inquiry
Other Menus	
29A	Purchasing (FPR, OLR)
501	Fixed Assets (FFX)

Accounting System Codes		
Transaction Codes (TC)		
http://www.fso.arizona.edu/fso/deptman/16/1672tran.html		
020 Budget Load	055 Enc Revision-dPRs	
021 Budget Revision	056 Enc Revision-POs	
022 Budget Transfers	057 Enc Revision-PPOs	
030 Credit Card Rev.	058 Enc Rollover	
031 Receipts-Bursar	060 Journal Entries	
032 Receipt Adj	061 IDB Charges	
035 Wire Trf Recpts	062 JEs-Ovrrd Freeze Flag	
042 Disbursement Adj	065 FFX Transactions	
045 Wire Xfer Disb	066 Payroll Suspense Clrg	
048 Disbursements	067 Receipts	
050 Enc Establish	068 Inv Processing	
051 IDB Unit Enc	069 Compound JEs	
053 Enc Rev-PSOS	090 Balance Transfers	
054 Enc Rev-Sal Svng	098 Beginning Bal	

Reference 1 and 2		
http://www.fso.arizona.edu/fso/deptman/16/1671refe.html		
0000001	Personal Services Encumbrances	
0000002	Scholarships	
0000953	Indirect Cost	
ASCxxxx	Admin Service Charge	
Bxxxxxx	Request for Budget Change (RBC)	
Cxxxxxx	Prepaid Purch Order (PPO)	
Exxxxxx	Gift Receipts	
Fxxxxxx	Distribution of Deposit Form DDF)	
Gxxxxxx	A/P Interface Unit Purchase Order	
GRxxxxx	Gift Report/DDF	
Ixxxxxx	Interdepartmental billing (IBF)	
Jxxxxxx	Journal Entry (JE)	
Kxxxxxx	Check Request (CR)	
Lxxxxxx	Long Term Bids	
MPxxxxx	Request for Motorpool Vehicle	
Oxxxxxx	Purchasing Card Payment	
Pxxxxxx	Purchase Order (PO)	
PMxxxxx	Property Mgmt Journal Entry	
Qxxxxxx	Corrected Purchase Order	
Rxxxxxx	Purchase Requisitions (dPR)	
Sxxxxxx	Suspense ID	
Sxxxxxx	Stores Order Form (SOF)	
Txxxxxx	Travel Documents	
Uxxxxxx	Corrected Long Term Bids	
Xxxxxxx	Request for Acctg Assist (RFAA)	
Zxxxxxx	Corrected Long Term PO	
Batch References (BATREF)		
http://www.fso.arizona.edu/fso/deptman/16/1670batr.html		
Code	Data Entry Unit Name	Phone
#####X	Dept #/Reference ID – OLRs	dept #
A/P	Accounts Payable	621-9097
ABC	Automatic Budget Calculation	621-6748
ACC*	Arizona Cancer Center	626-7975
APC	A/P Check Cycle	621-9097
APD	A/P Daily Cycle	621-9097
AQU	Library Acquisitions	621-2925
ARL*	Arizona Research labs	621-4064
ARW	Wire Transfers (Bursar JEs)	621-3402
ASC	Administrative Service Charge	621-6748
AXA-R	Financial Management	621-7739
BIO*	Biomedical Communication	626-7343
B/R	Bursar's Office	621-5443
BRS	Bursar (SIS receipts)	621-5443
BUD	Budget Office	621-1634
BUR	Bursar Accounting	621-5443
CAL*	CALS Administration	621-3885
CAS	Cash Accounting	621-3402
CBK*	Main Bookstore	621-8861
CCL	Chemistry Clearing	621-9432
CCT	Computer Center	621-4978
CSH	Chemistry Shops	626-7437
CST	Chemistry Stores	626-7437

EES*	Engineering Exp. Copy Center	621-7499
END	Endowment Accounting	626-3895
FBY	Year End Journal Entries	621-5126
FDC*	Fac Design & Construction	621-9149
FIN	Financial Aid Accounting	621-3559
FRS	FSO - Computing Systems	621-5126
FSO	Operating Funds – eForms	621-3990
GAO	Beginning Balances	621-5443
GAR*	Motorpool	621-1203
GFT	Campaign Financing Gifts	626-7745
HRD*	Human Resources	626-1886
HSC	Health Sciences Accounting	621-7747
ICA	Administration and Athletics	621-8463
IDC	Indirect Costs	621-7717
INS*	Univ Research Instrumentation	621-6760
JEP	Journal Entries-P/R Acct	621-7736
LAW	Law Library	621-9314
LIB*	Library Services	621-6411
LOC	Spon Proj/Letter of Credit	626-6434
LPL*	Lunar & Planetary Labs	621-6967
MBK*	Medical Bookstore	621-8861
MED	AHSC Purchasing	626-1747
MIS*	Miscellaneous IDB Unit	621-3864
MLA	Med Library-Acquisitions	626-2296
MLM*	Med Library-Medicine	626-6213
MLP*	Med Library-Photocopy	626-6213
MRM*	Mailroom Services	621-7939
OFA	Operating Fund-Team A	621-9196
OFB	Operating Fund-Team B	621-3990
OFC	Operating Fund-Team C	621-7747
OFE	Operating Funds - Exempt	621-9196
OPS*	Optical Sciences	621-6996
P/R	Payroll	621-9097
PAR*	Parking & Transportation	621-8494
PBK*	Park Bookstore	621-8861
PCD	Purchasing Card	621-3288
PLT	Plant Funds Accounting	621-7735
PRA	Payroll Accounting	621-7736
PRC*	Fac Management	621-1353
PRE	FPR Enc-Purchasing	621-7631
PRN*	Printing & Graphic Services	621-2571
PRV	FPR Voucher Feed	621-9097
PTS	Parking & Transportation	621-8494
PUB*	Student Media	621-8659
PUR	Purchasing	621-7631
PYP	Prior Year Purchase Orders	621-7631
RAD	Radiation Control Office	626-6850
RCV*	Receiving	621-3400
SIP	Securities Investment Program	621-5140
SPA-SPX	Sponsored Projects	626-6000
SPO	Sponsored Projects Oper Advance	626-6314
STL	State Liaison	621-7747
STR*	Stores	621-7305
SUN*	Student Union	621-1134

SUR*	Surplus Property	621-1754
SYA-SYS	Systems Control (PSOS feed)	621-3664
TEL*	Telecommunications	621-0848
TRN*	Staff Training	621-7701
TRV	Travel	621-9097
UAC*	University Animal Care	626-2026
*IDB units		

Automatic Budget Reallocation (ABR) Rules
<http://www.fso.arizona.edu/fso/deptman/7701overv.html>

ABR Rules	Object Code Range		Description
	Start	Stop	
0	ABR is not in effect		
1	0390	0400	Revenues
	1000	1101	Salaries/Wages
	2000	2001	ERE
	3000	3001	Oth Direct Costs
2	3000	8001	Stud Supp/IDC
	9998	1101	Mstr Exp PI- ABR
	9997	1101	Mstr Exp PI- ABR
3	1000	1101	Pers Svcs/ERE
	3100	3101	Operations
4	6000	6001	Travel
	7000	7001	Capital
	8000	8001	Student Support
	1000	1101	Salaries/Wages
5	2000	2001	ERE
	3000	3001	Oth Direct Costs
	3000	8001	Stud Supp/IDC
6	1300	1301	Wages
	3000	3001	Oth Direct Costs

Range of Accounts & ABR Rules

Following are the accounts that generally use each ABR Rule:

ABR Rule 1	ABR Rule 2
160000-200999	205000-209999
210000-210999	220000-229999
216000-216999	212000-215999
	219900-219999
ABR Rule 3	233000-237999
To be Determined	242000-242499
	244000-249999
	252000-252999
ABR Rule 4	ABR Rule 6
300000-499999	100000-149999
	211000-211999
	230000-231699
ABR Rule 5	238000-239599
570000-571999	240000-241999
600000-699999	243000-243099
	243500-243599
	250000-251199

Fixed Asset Screens (FFX)
<http://www.fso.arizona.edu/fso/deptman/16/1655scre.html>

501	Fixed Assets Menu
Departmental Screens (Query Only)	
502	Purchasing/Vendor Data
503	Property Control Data
504	Owner/Location Data
505	Accounting Data
508	Property Management Notes
512	Depreciation Changes
523	Transaction Inquiry
531	Asset Snapshot
Departmental Screens (Update)	
535	Departmental Inventory
536	Maintenance Data
538	Departmental Notes
539	Departmental Query List
FFX Table Maintenance Menu	
581	Class Table
582	Valid Room Table
583	Acq/Disp Methods
584	Federal Award Number Table
585	Depreciation Rules Table
586	Department Table
587	Manufacturer Table
588	Agency Table
589	Building Table Display
590	System Controls

FFX System Codes
<http://www.fso.arizona.edu/fso/deptman/16/1655scre.html>

Asset Status			
A	Approved	D	Disposed
P	Pending		
Ownership/Title			
U	University	O	Other
F	Federal	G	Federal GFE
Acquisition Method			
PO	Purchase Order	CK	Check Request
LP	Lease/Purchase	TI	Transferred In
GC	Gift/Corporate	SS	State Surplus
GP	Gift/Private	GV	GFE/Univ Title
GA	Gift/Alumni	GG	GFE/Federal Title
GO	Gift/Other	PC	P-Card
CO	Constructed in House	GF	Gift/Foundation
ID	Interdepartment Billing	UN	Unknown Source

Valid Room Codes	
LOADCK=Loading Dock	ROOF = Roof
OFFCMP=Off Campus	UNDGRD=Underground
PRKGAR=Parking Garage	VEH = Vehicle
PTBL = Portable	YARD = Yard

Document Disposal Method

CN	Cannibalized	DL	Delete/Err
DP	Delete Prior Year	DS	Destroyed
OB	Obsolete	LS	Lost/Unlocated
RT	Returned to Vendor	SL	Sold
ST	Stolen/Disappeared	TD	Traded
TO	Transferred Out	CC	Cap Flag Chg

Availability

AV	Available	DR	Disposition Requested
EX	Excess Property	LN	On Loan to a Dept
	Restricted, Single Purpose	SH	Shareable, on Request
		UN	Undetermined
US	In Use Full Time	XX	Lost

Condition

EX	Excellent	GD	Good
FR	Fair	PR	Poor
UD	Undetermined	OB	Obsolete, subject to disposal

Transaction Type

APP	Approval	PYD	Prior Depreciation
DEP	Depreciation	TRF	Transfer
DIS	Disposal	WDN	Write-Down
CST	Change in Cost	CHG	Change in Acct, Method or Est.

Transaction Description

BID	Bid Sale	CR	Credit
CORR	Corrections	DSC	Discount
TAX	Tax	JE	Journal Entry
FRT	Freight	TRF	Transfer
PMT	Additional Pmt	INC	Incorporated from
RE/RETD	Returned		

Element Number

Displays the "OLD" and the "NEW" values.

TA175	Condition
TA215	Availability
TA520	Model Number
TA525	Serial Number
TA605	Building
TA610	Room/Floor
TA615	Other Location
TA635	Department Number
TA637	Inventory Unit
TA639	Department Reference