

Introduction to Advantage



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Getting Started in Advantage

Starting Your Session

After the Advantage Desktop application is set up on your personal workstation, you will see the Advantage Desktop group window containing the following icons.



Launches the Advantage Desktop Application.



Provides information for the setup of Advantage Desktop.

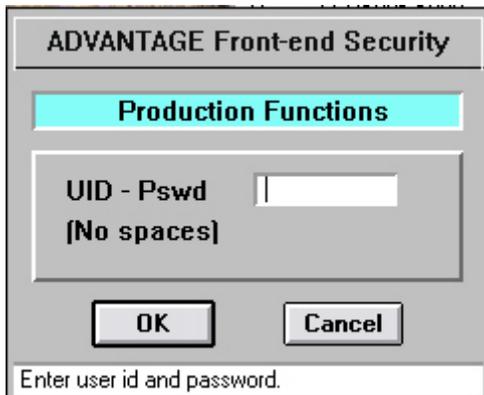
Begin your session by signing on to Advantage Desktop as follows:

1. Double-click the Advantage Desktop icon.

The Desktop Sign-on will appear.



2. Type **VPNP** in the **User ID** field.
3. Press Tab.
4. Type **VPNP** in the **Password** field, then click on **OK**.
5. The Advantage Security screen will appear.



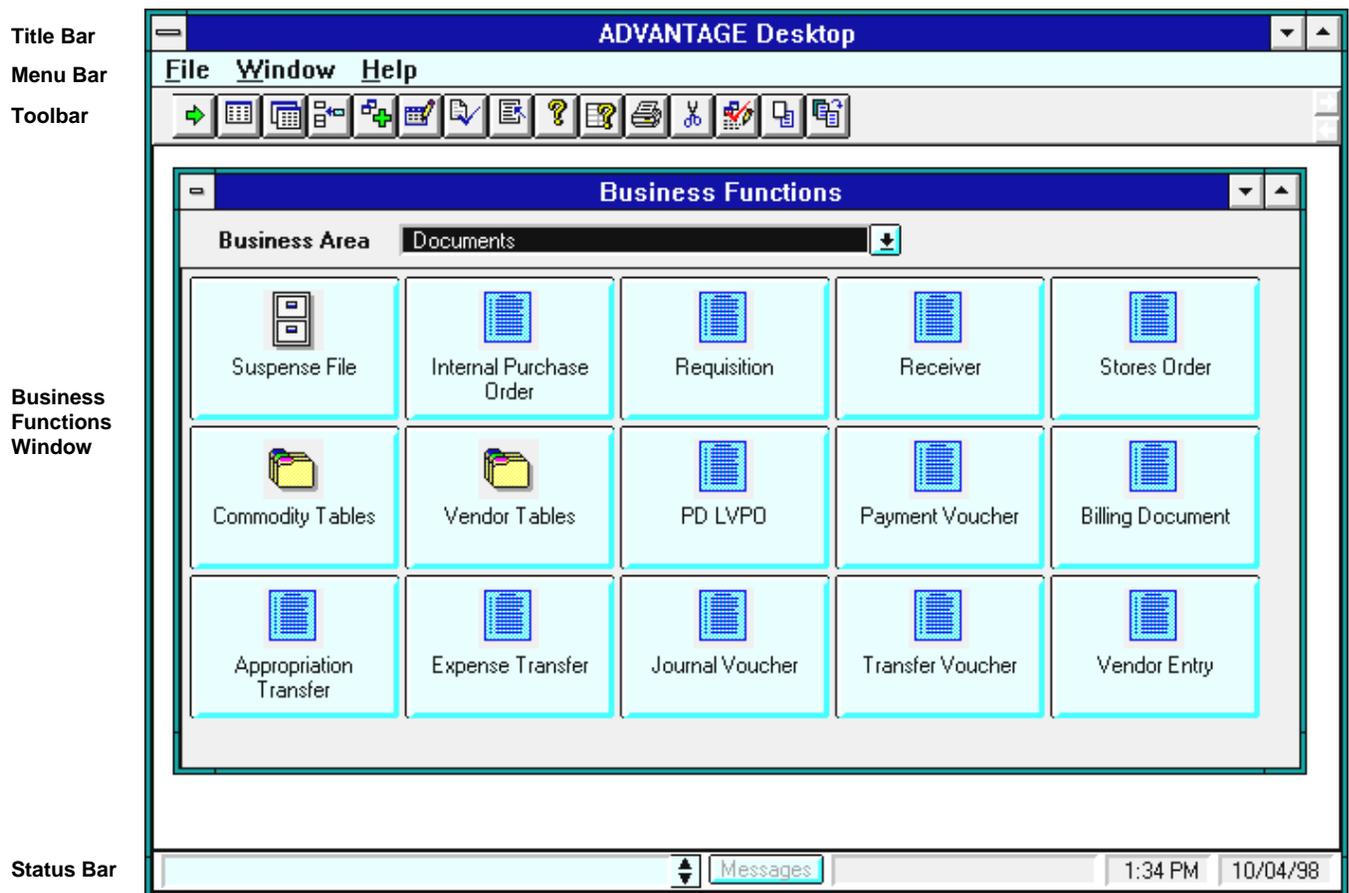
6. Type your Advantage id and password.
7. You will be at the Desktop Main Window.

Introduction to Custom Desktop

Desktop Main Window

The Custom Desktop main window is the background for all your activities. The window consists of the following:

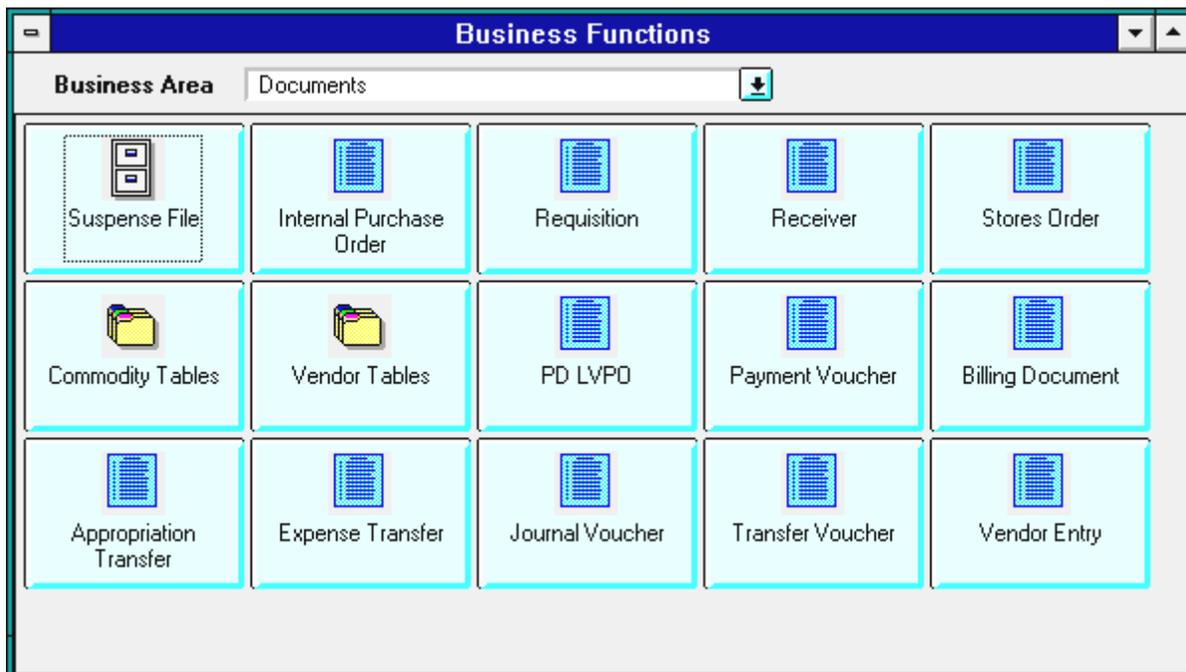
- Title Bar – displays the Desktop Title.
- Menu Bar – displays the menu commands.
- Toolbar – displays push-button icons that provide quick access to many of the menu commands.
- Business Functions Window – displays business functions.
- Status Bar – displays system generated messages and the current date and time.



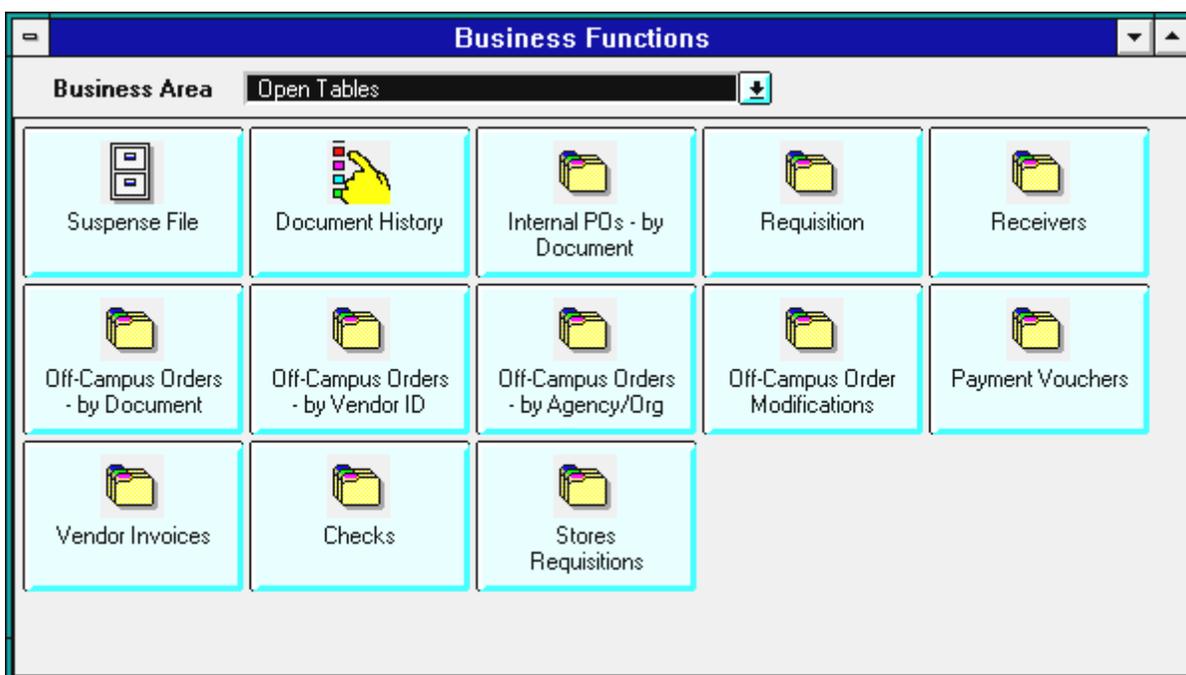
The Business Functions Window

Documents and Tables can be accessed by clicking on a button within a particular Business Area on the Business Functions Window. There are three Business Areas on the Custom Desktop Business Functions window:

Documents: This window allows you to access the Suspense File and Ordering Documents. This window is described in detail in the Advantage Ordering Documents book.

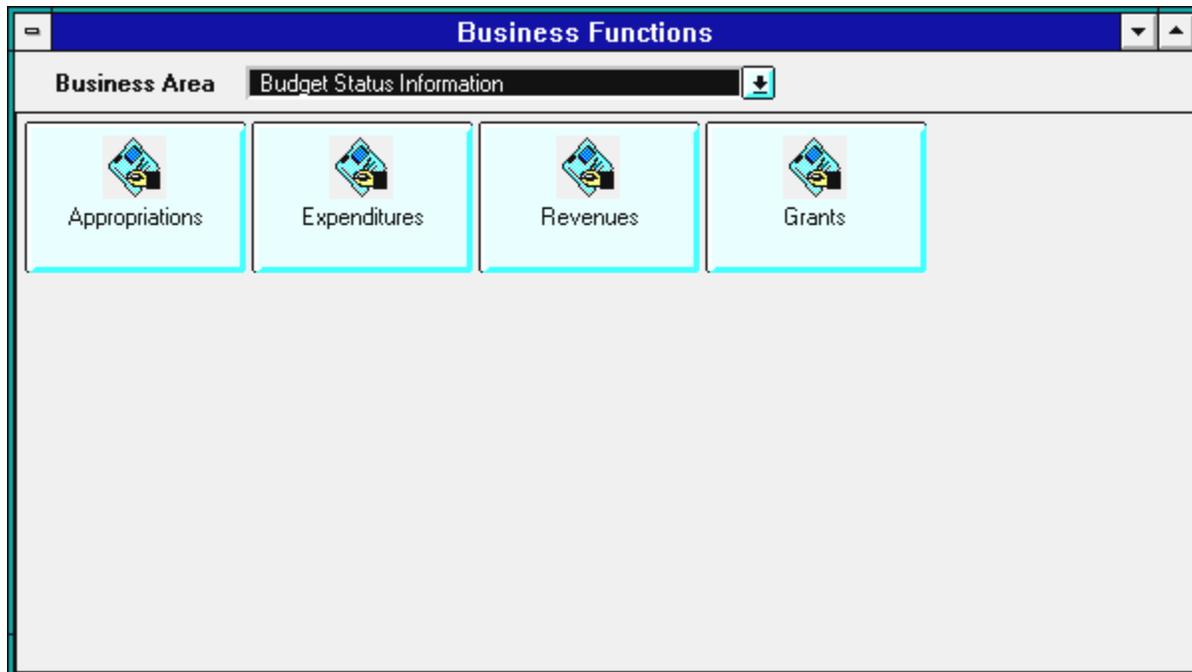


Open Tables: This window allows you to access the Suspense File and Open Tables information. This window is described in detail in the Advantage Open Tables book.



The Business Functions Window

Budget Status Information: This window allows you to access Budget Status Tables. This window is described in detail in the Advantage Budget Tables book.



Suspense File

The Document Suspense File is an on-line file in Advantage where documents are held when they need corrections or further processing, e.g., approvals, or processing with a **Run Process**. You may think of the Suspense File as a holding area. When a document has been accepted into the system, the document will appear to be in the Suspense File until the nightly processing occurs. This means that on the following business day, you should no longer find that particular document in the Suspense File. Furthermore, when you receive the message "The document has been accepted", the open tables and ledgers are updated **at that moment** and information from your document will appear as header, line, and/or commodity information on the appropriate set of tables.

Suspense File (SUSF)

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PO	AJ2	AJ209000641	HELD	00000	09 29 98
			PO	AJ2	00000000010	HELD	00000	09 29 98
			PO	BP1	BP109000349	HELD	A0000	09 29 98
			PO	BP1	BP109000350	HELD	A0000	09 29 98
			PO	BP1	BP109000351	HELD	A0000	09 30 98
			PO	BP1	BP109000352	HELD	A0000	10 01 98
			PO	BP5	BP509000216	HELD	A0000	10 01 98
			PO	WR1	WR109000961	PEND1	A0000	09 29 98
			PO	WR1	WR109000962	REJCT	00000	09 30 98
			PO	WR1	WR109000963	PEND1	A0000	09 29 98

Organization of SUSF

The Suspense File is sorted by the **DOCUMENT ID**. This consists of the fields DOC TYPE (document transaction type), DOC AGENCY (Department or Grant), and then DOC NUMBER (11 digit document number). The transaction types appear in alphabetical order, i.e., all the POs come before all the PV's which appear before the RC's and the RX's.

Doc Type	Doc Agency	Doc Number
RX	WR1	WR109001216
RX	WR1	WR109001221
RX	WR1	WR109001222
RX	WV1	WV109000916
RX	WV1	WV109000917
RX	WV1	WV109000918
RX	WV1	WV109000919

Within each of these document types, the documents are in alphanumeric order by Agency, e.g., **YG1** is before **YG2** which is before **YG7**, etc. Within each agency the documents are in sequential document number order, which means the more recently created documents with the higher document ID numbers appear at the end of the list for that agency.

The Suspense File is filtered according to the type of ID being used. DAT1 IDs will see all documents. MGR1 IDs will see only those documents with agency codes for which they have approval authority.

Document

Status Codes

The **Status** column indicates the current status of the **Accepted**

document. Using this code in conjunction with the **Approvals** column, you will be able to decide what, if anything, needs to be done with your document. Examples of status codes and what they indicate are explained in the following paragraphs.

A status code of **ACCPT** indicates that the document has been successfully processed and was accepted by Advantage. No changes can be made to the document at this point. (If changes are required you will need to wait until overnight processing has occurred and then process a modification to the document.) Information regarding this accepted document is now on the open tables for that document type. For more information on modifications and open tables, see the **Modifications** section and **Document Table Lookups Handout**.

Status	Approvals	Last Date
REJCT	00000	01 13 98
ACCPT	Y0000	04 20 98
ACCPT	Y0000	05 15 98
ACCPT	Y0000	04 02 98
ACCPT	Y0000	04 02 98
ACCPT	Y0000	04 03 98
ACCPT	Y0000	04 03 98
REJCT	00000	05 18 98

Held or Rejected

HELD and **REJCT** status codes indicate that the document is in need of some further action. The section on **Approval Codes** provides a detailed explanation of these status codes.

Pending

Pending Status Codes such as **PEND1**, **PEND4**, or **PEND5** indicate the next level of approval that is needed on this document before it can be processed.

A **PEND1** status indicates that Level 1 Approval is required.

A **PEND4** status indicates that Level 4 Approval is required.

A **PEND5** status indicates that Level 5 Approval is required.

Status
PEND1
REJCT
PEND1
ACCPT
PEND1

Approvals

The **Approvals** field indicates agreement with the data in the document by the person approving it at each of the levels. There are five spaces in the Approval field, each of which corresponds to one of the five levels of approval allowed by Advantage security. Examples of these five levels and who can apply them follows.

Level 1 approval is applied on a document by departmental users for the agency/org used on the accounting lines of the document. Level 1 approvals on RC and VE documents may be applied by any DAT1 or MGR1 userid. All other documents require Level 1 approval be applied by a MGR1 userid with approval authority for that document's agency/org. To see who is an authorized signer on a particular account, access the **ORGS** table. POs, PDs, RCs, RXs, and SRs only require Level 1 Approval before they can be processed and accepted by the system. Other documents may require other levels of approval. For more information on what levels of approval are needed, see the **Approving Documents** section.

Approvals
Y0000
00000
A0000
12345
Level No.

Level 4 approval is put on by Accounts Payable for PVs after they have received all necessary backup documentation. VE documents are approved at Level 4 by Purchasing after they have received all necessary documentation. Accountants for a particular agency apply Level 4 approval for other documents such as IXs, JVs, and TVs.

Level 5 approval is put on by another group of accountants for IX, JV, TV, and other financial transactions. **Levels 2 and 3** are not currently in use.

Approval Codes

Codes of **A**, **Y**, and **0** indicate the current approval status for each level. Approval codes appear under particular levels. These codes are:

Awaiting Approvals

A code of **A** indicates that this document is awaiting approval at the levels which have an A under them, e.g., if there is an A under column 1 of **Approval**, the departmental end user needs to approve and process the document. If there is an A under column 4 of **Approval**, Level 4 approval is required on this document. *This example requires only a departmental end user approval.*

Approvals

A0000

12345
Level No.

Approved Document

A code of **Y** indicates that approval has been applied at this level. A **Y** under column 1 means that the departmental end user has approved the document. *This does not indicate that the document has been processed.* To ascertain that, check the **Status** column for the **ACCPT** code (explained on page 7).

Approvals

Y0000

12345
Level No.

All zeroes (**0**) under the Approval column indicates that the document is not ready for approval. It either has errors or needs to have the Edit process completed.

Approvals

00000

12345
Level No.

The remaining fields on SUSF indicate additional information regarding the document:

Who Used the Document Last?

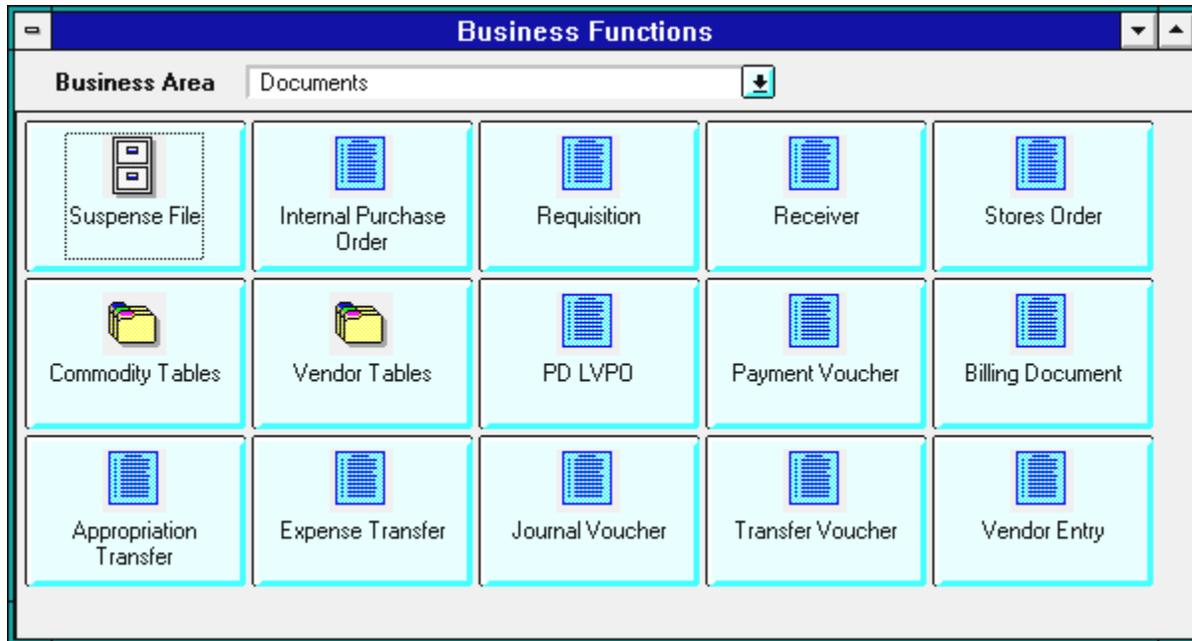
The **LAST DATE** field indicates the last time that the document was accessed from Suspense to update or look at the information.

Last Date	Last User
09 29 98	JMH2
09 29 98	JMH2
09 29 98	KHG1
09 29 98	KHG1

The **LAST USER** field indicates the userid of the last person to access (look at) the document. The USID table contains the names of all CUFS users, sorted by User ID.

Accessing the Suspense File

Business Functions Window – Documents



To access the **Suspense File**:

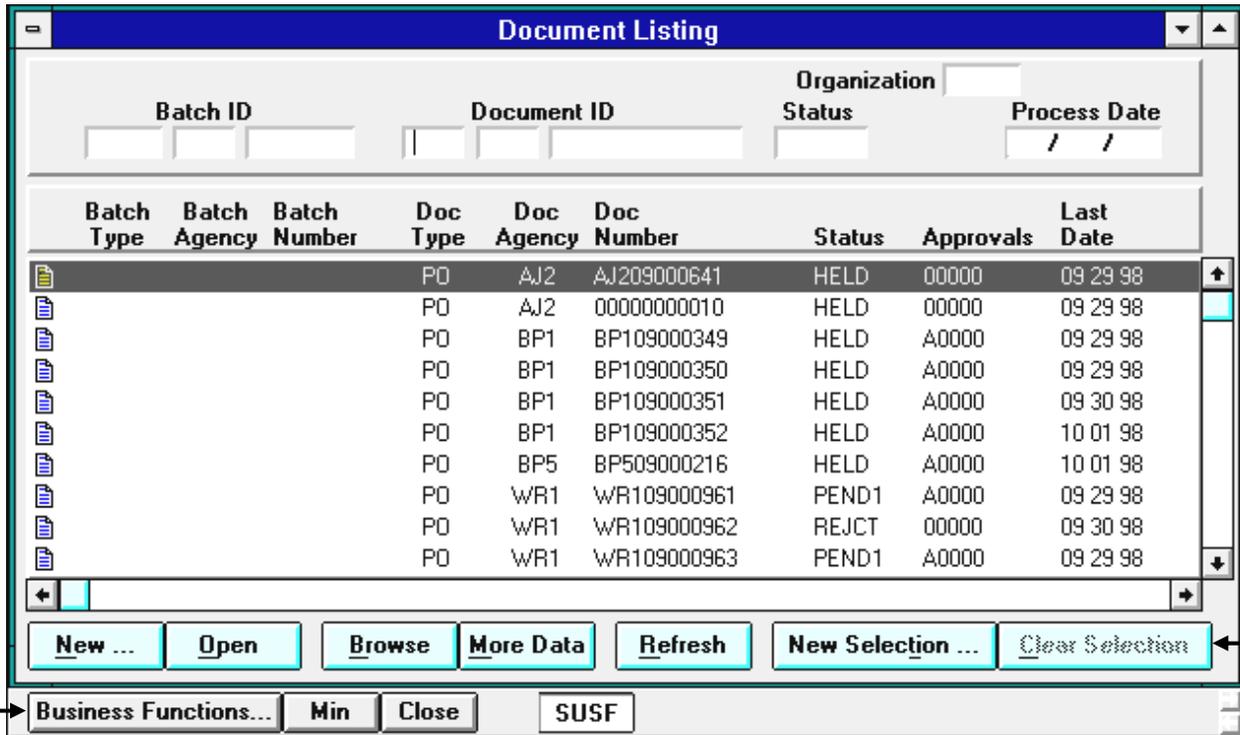
♥ Click on the



button.

Navigating the Suspense File

The Suspense File window will appear.



A series of actions may be performed in the SUSF by clicking a button at the bottom of the screen. The following describes these buttons:

- New ...** Used to create a new document.
- Open** Open any document except those that are marked for deletion. If the document has been accepted you cannot make changes to it.
- Browse** Display a set of documents.
- More Data** Display the next set documents.
- Refresh** Refresh the screen to display the current status of the documents.
- New Selection ...** Open the Document Selection window, where you can specify the attributes of the documents to be displayed.
- Clear Selection** Clear the search criteria from the Document Selection window.

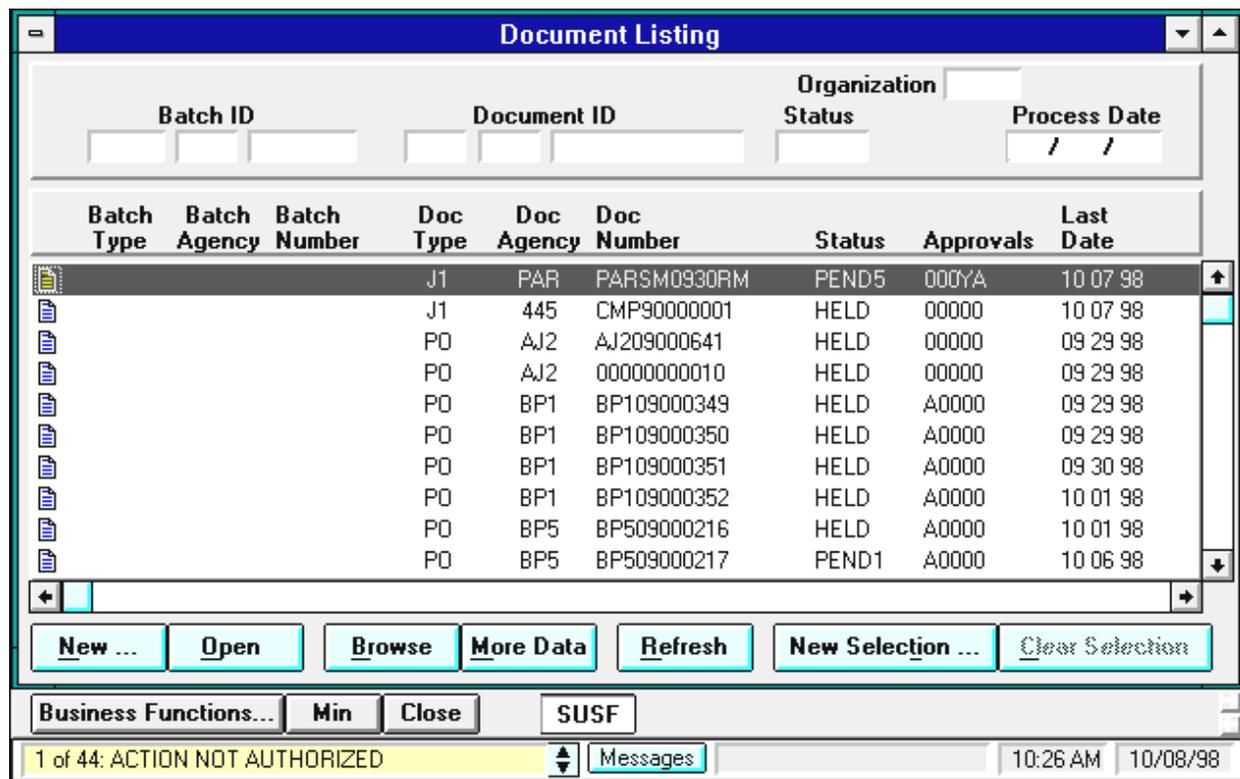
The bottom row of buttons are used to minimize the window or exit to the Business Functions Window.

- Business Functions...** Activates the Business Functions window so it appears in front of any other windows you may have open.
- Min** Minimizes the Suspense File window and returns you to the Business Functions window.
- Close** Closes the Suspense File window and returns you to the Business Functions screen.

Accessing Documents from Suspense

When the Suspense File window appears, if you are using a DAT1 ID, you will be viewing the beginning of the file. If you are using an MGR1 ID, you will be viewing the first series of documents created on agencies for which you have approval authority.

For the following example, we are using a DAT1 ID.



There are two ways to search for documents on the Suspense File. You can use either the Document Selection Window or use the fields under Document ID on the Suspense File Window. Custom searching of the Suspense File can be done by using the Document Selection window. For example, you can use Document Selection to find all documents on agencies WR1 and YV7 that are currently Pending Level 1 approval. Using the fields under Document ID allows you to go to the beginning of a series of documents under a specific document type and agency code.

To access the Document Selection Window:

- ♥ Click on New Selection ...

Accessing Documents from Suspense - Document Selection Window

The Document Selection Window will appear:

The screenshot shows a 'Document Selection' dialog box with the following fields and controls:

- Agency(ies):** Text input field containing 'WR1;YV7'.
- Document Type(s):** Text input field with a downward arrow button.
- Approvals:** Five checkboxes labeled 1, 2, 3, 4, and 5.
- Status(es):** Text input field containing 'PEND1' with a downward arrow button.
- Latest Date:** Text input field with a date format (/ /).
- Initial User ID(s):** Text input field.
- Latest User ID(s):** Text input field.
- Buttons:** A row of buttons: Find, Validate, Save, Load, Clear, and Cancel.
- Status Bar:** A light blue bar at the bottom containing the text 'Unable to Load Document Selections'.

Any or all of the fields in the Document Selection Window may be used to search for documents on the Suspense File.

- ♥ Type the information in the fields you want to search on. (Descriptions of each field and what type of information to enter is listed below.)
- ♥ Click on 

Agency(ies)	Used to specify a particular agency or agencies under which the documents were created. If entering more than one agency, separate each agency code with a semicolon, e.g., WR1;YV7.
Document Type(s)	Used to specify the type of documents you want to view, e.g., PO, PD, RX, RC, etc. If entering more than one type of document, separate each with a semicolon.
Approvals	Used to search for documents that have had a specific level of approval applied.
Status(es)	Used to specify the status codes you want to view, e.g., REJCT, PEND1, PEND4, ACCPT.
Latest Date	Used to specify the last date the document was accessed.
Initial User ID(s)	Used to specify the Advantage ID of the person who entered the document(s). Multiple User IDs may be entered if separated with semicolons.
Latest User ID(s)	Used to specify the Advantage ID of the last user of the document(s). Multiple User IDs may be entered if separated with semicolons.

Accessing Documents from Suspense - Document Selection Window

The screen will refresh to show the series of documents that meet the criteria specified in the Document Selection Window.

The screenshot shows a software window titled "Document Listing". At the top, there are search filters for "Batch ID", "Document ID", "Organization", "Status", and "Process Date". Below the filters is a table with the following columns: "Batch Type", "Batch Agency", "Batch Number", "Doc Type", "Doc Agency", "Doc Number", "Status", "Approvals", and "Last Date". The table contains 10 rows of data. The first row is highlighted. To the left of the table, there are document icons for each row. At the bottom of the window, there are several buttons: "New ...", "Open", "Browse", "More Data", "Refresh", "New Selection ...", and "Clear Selection".

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PO	WR1	WR109000961	PEND1	A0000	10 04 98
			PO	WR1	WR109000967	PEND1	A0000	10 07 98
			PO	WR1	WR109000972	PEND1	A0000	10 06 98
			PO	WR1	WR109000974	PEND1	A0000	10 07 98
			PO	WR1	WR109000976	PEND1	A0000	10 07 98
			PO	WR1	WR109000978	PEND1	A0000	10 07 98
			PO	WR1	WR109000980	PEND1	A0000	10 07 98
			PO	YV7	YV709002245	PEND1	A0000	09 29 98
			RC	YV7	YV709000883	PEND1	A0000	10 07 98
			RX	WR1	WR109001353	PEND1	A0000	09 29 98

To retrieve a document:

- ♥ Find the number of the document you want to retrieve.
- ♥ Double-click on that document number.

Accessing Documents from Suspense – Document ID Fields

The following example illustrates the process for retrieving a document from Suspense using the Document ID fields at the top of the Suspense File window.

The screenshot shows a window titled "Document Listing" with search fields for Batch ID, Document ID, Organization, Status, and Process Date. The Document ID field is split into two sub-fields: the first contains "po" and the second contains "yv7". Below the search fields is a table with columns: Batch Type, Batch Agency, Batch Number, Doc Type, Doc Agency, Doc Number, Status, Approvals, and Last Date. The table lists several document entries, with the first row highlighted. At the bottom of the window are buttons for "New ...", "Open", "Browse", "More Data", "Refresh", "New Selection ...", and "Clear Selection".

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PO	AJ2	AJ209000641	HELD	00000	09 29 98
			PO	AJ2	00000000010	HELD	00000	09 29 98
			PO	BP1	BP109000349	HELD	A0000	09 29 98
			PO	BP1	BP109000350	HELD	A0000	09 29 98
			PO	BP1	BP109000351	HELD	A0000	09 30 98
			PO	BP1	BP109000352	HELD	A0000	10 01 98
			PO	BP5	BP509000216	HELD	A0000	10 01 98
			PO	WR1	WR109000961	PEND1	A0000	10 04 98
			PO	WR1	WR109000962	REJCT	00000	09 30 98
			PO	WR1	WR109000963	PEND1	A0000	09 29 98

To search for a document on SUSF using the Document ID fields:

- ♥ Click on the first box under **Document ID**.
- ♥ Type your **document transaction type** (e.g., PO, RC, RX, SR, etc.).
- ♥ Press the **TAB** Key.
- ♥ Type your **3 character AGENCY CODE** (e.g., YV7).
- ♥ Click on

Accessing Documents from Suspense – Document ID Fields

The screen will refresh to show the first series of documents under the specified document type and agency code.

Document Listing								
Batch ID			Document ID			Organization	Status	Process Date
			po	yv7				/ /
Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PD	YV7	YV709002245	PEND1	A0000	09 29 98
			PD	YV7	YV709002246	PEND1	A0000	09 29 98
			PD	YV7	YV709002247	REJCT	00000	09 29 98
			PV	AHL	AHL49299A09	PEND1	A00A0	09 29 98
			RX	BP1	BP109000147	HELD	Y0000	09 29 98
			RX	BP1	BP109000148	HELD	A0000	09 30 98
			RX	BP1	BP109000149	HELD	00000	10 01 98
			RX	BP1	BP109000150	HELD	A0000	10 01 98
			RX	BP1	BP109000151	HELD	A0000	10 01 98
			RX	CG1	CG109000341	HELD	00000	09 30 98

New ... Open Browse More Data Refresh New Selection ... Clear Selection

To retrieve a document:

- ♥ Find the number of the document you want to retrieve.
- ♥ Double-click on that document number.

Approving an Internal Purchase Order

Your retrieved document from the Suspense File (SUSF) will appear.

Line	Reference Requisition	Amount	Def / Inc / Dec	Description
01		15.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	REPLACEMENT KEY

After you have retrieved a PO from the **DOCUMENT SUSPENSE FILE (SUSF)**:

- ♥ Click on **All Attributes View**

Approving an Internal Purchase Order

The document will refresh on the screen in the All Attributes View.

Batch: Document: PO YV7 YV709002246

Date of Record: / / Accounting Period: / Budget FY:

New Modification Order Type: Comments:

Vendor Code: Name: KDH1 K. HERMANSON

Document Total: 15.00 Calculated Total: 15.00

Internal Order Seller Fund: 5110 Seller Agency: JW5

Line 01

Ref Requisition:

Fund: 7000 Object / Sub: 7310 / 99 Text Exists

Agency: YV7 Job Number: Amount: 15.00

Organization / Sub: 1197 / Report Cat: Def Inc Dec

Appropriation Unit: YV71197C Units:

Activity: 1100 Description: REPLACEMENT KEY

Function:

Requisition View Accounting View **All Attributes View** Additional Description

READY FOR APPROVAL 1 Messages Status: PEND1 Ln 1/1 2:39 PM 10/04/98

To approve this document:

- ♥ Confirm the data is correct and that the document is **READY FOR APPROVAL 1**.

- ♥ Click on:

Toolbar	Key	Menubar
	F12	PROCESS: APPROVE

Processing an Internal Purchase Order

Your document will return to the screen with messages relating to the approval.

To process this document:

- ♥ Confirm the message "APPROVAL 1 APPLIED".

Toolbar	Key	Menubar
	F4	PROCESS: RUN

- ♥ Click on:

Processing an Internal Purchase Order

After the document has been processed, a dialogue box will appear:

The screenshot displays a software window for processing a purchase order. At the top, the title bar reads "Batch: Document: PO YV7 YV709002246". The main form contains the following fields:

- Date of Record: / /
- Accounting Period: /
- Budget FY: []
- New Modification
- Order Type: []
- Comments: []
- Vendor Code: []
- Name: KDH1 K. HERMANSON
- Document Total: 15.00
- Calculated Total: 15.00
- Internal Order
- Seller Fund: 5110
- Seller Agency: JW5

A dialog box is overlaid on the form, containing the text: "The document has been accepted. Do you want to close the document?". It has two buttons: "Yes" and "No".

Below the form, there are four tabs: "Requisition View", "Accounting View", "All Attributes View", and "Additional Description".

At the bottom of the window, a status bar shows "DOCUMENT ACCEPTED" in a yellow box, a "Messages" button, the time "2:47 PM", and the date "10/04/98".

- ♥ Confirm the dialogue box message "The document has been accepted. Do you want to close the document?"
- ♥ Click on YES.

Correcting Errors on Documents

Correcting Documents

Errors may occur when documents are created. Usually the cause of the error will be missing, incomplete, or erroneous data found in one or more fields of the document. Advantage checks fields for completeness and adherence to use of pre-determined codes that are set up for each document.

The written instructions for completing each document contain detailed requirements for each field. Refer to the instructions for each specific document in the **Document Processing** section for further information. For codes that are validated by Advantage, the instructions indicate the source of that information, usually an on-line table or a policy in one of the policy and procedure manuals such as the **Comptroller's Office Policy and Procedures Manual (COM)** or the **Purchasing Policy and Procedures Manual (PUR)**.

A single error may generate several messages, each with a separate code. Error messages are provided to help you determine what is wrong with a document, but the meaning may not be clear until you have worked with Advantage for a while. Rather than cover every error in this section, we will concentrate on a few of the types of error messages to look for, especially if your role is only to approve and process the document and not to complete it. A more complete listing of the errors that apply to various documents is presented in the section entitled "**Document Error Messages.**"

Correcting Errors

Check the following for accuracy, completeness, and location within the fields of the document:

- Vendor Code
- Dollar Amounts
- Agency/Org
- Object/subobject
- Line Number

Removing Approvals

There are times when it will be necessary to remove an approval from a document that is in the Suspense File. Since documents cannot be changed or deleted while they are approved, the only way to do either of these on an approved document is to remove the approval. Approvals are removed at the same levels for which they were applied. If a person has the authority to approve a document at Level 1 that person's ID will only allow removal at Level 1. If a person at a higher level, such as at Level 5, removes an approval, all the approvals below that level will be removed.

Steps in Removing an Approval

Beginning at the Business Functions Window:

- ◆ Access the Document Suspense File.
- ◆ Locate the Document.
- ◆ Remove the Approval.
- ◆ Complete the document, make any necessary changes, delete the document, or close the document for someone else to complete.

Removing an Approval from a Document

After you have retrieved a PO from the **DOCUMENT SUSPENSE FILE (SUSF)**:

To remove the approvals:

- ♥ Verify the message “DOCUMENT MARKED FOR READ ONLY”.

- ♥ Click on:

Toolbar	Key	Menubar
	Shift + F12	PROCESS: UNAPPROVE

Removing an Approval from a Document

The screen will refresh with messages relating to the removal of the approval.

Line	Reference Requisition	Amount	Def / Inc / Dec	Description
01		15.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	REPLACEMENT KEY

Batch: Document: P0 YV7 YV709002247

Date of Record: / / Accounting Period: / Budget FY:
 New Modification Order Type: Comments:
 Vendor Code: Name: KDH1 K. HERMANSON
 Document Total: 15.00 Calculated Total: 15.00
 Internal Order Seller Fund: 5110 Seller Agency: JW5

Requisition View Accounting View All Attributes View Additional Description

APPROVAL 1 REMOVED Messages Status: PEND1 Ln 1/1 2:58 PM 10/04/98

- ♥ Confirm the message "APPROVAL 1 REMOVED".

The document is now ready for correction, completion, or deletion.

To exit the document:

- ♥ Close the window.

Edit Process

After completing or correcting a document, the document must be edited. During the Edit Process, Advantage checks that the information contained on the document is correct and complete.

To Edit an Internal Purchase Order:

	Toolbar	Key	Menubar
♥ Click on:		F7	PROCESS: EDIT

After performing the Edit process, you may:

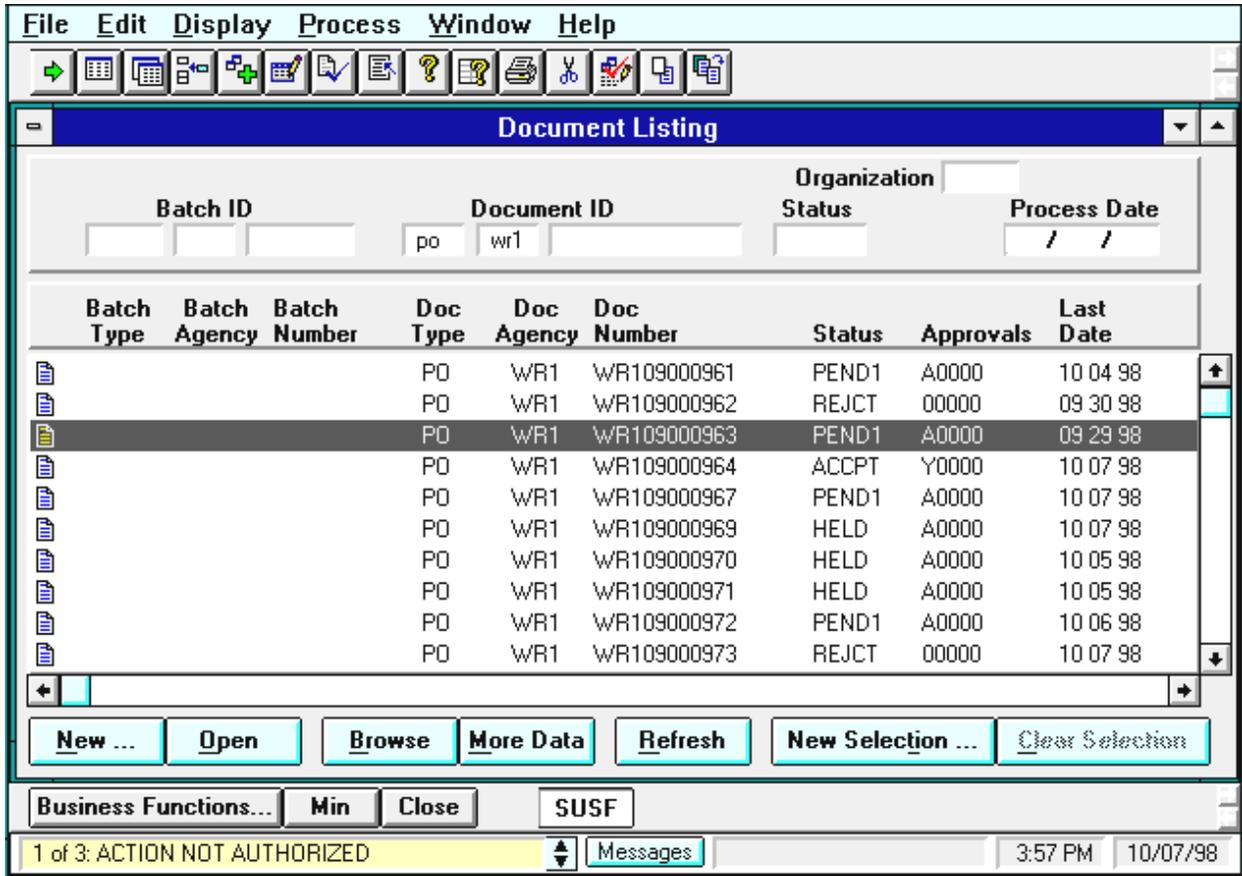
- ♥ Close the document window

OR

- ♥ Approve and Process the document.

Deleting a Document

There are many reasons why you may wish to delete a document from SUSF, e.g., you no longer wish to place the order, the document was entered by mistake, etc. The following example illustrates the process for deleting a document from the Suspense File.



To schedule a document for deletion:

- ♥ Highlight the document to be deleted.
- ♥ Remove approvals if necessary.

- ♥ Click on:

Key	Menubar
F9	PROCESS: DELETE

Deleting a Document

The Suspense File screen will refresh with the document Status as DELET. This indicates that the document is scheduled for deletion during the Advantage nightly cycle.

Document Listing

Organization: []

Batch ID: [] [] [] Document ID: po wr1 [] Status: [] Process Date: / /

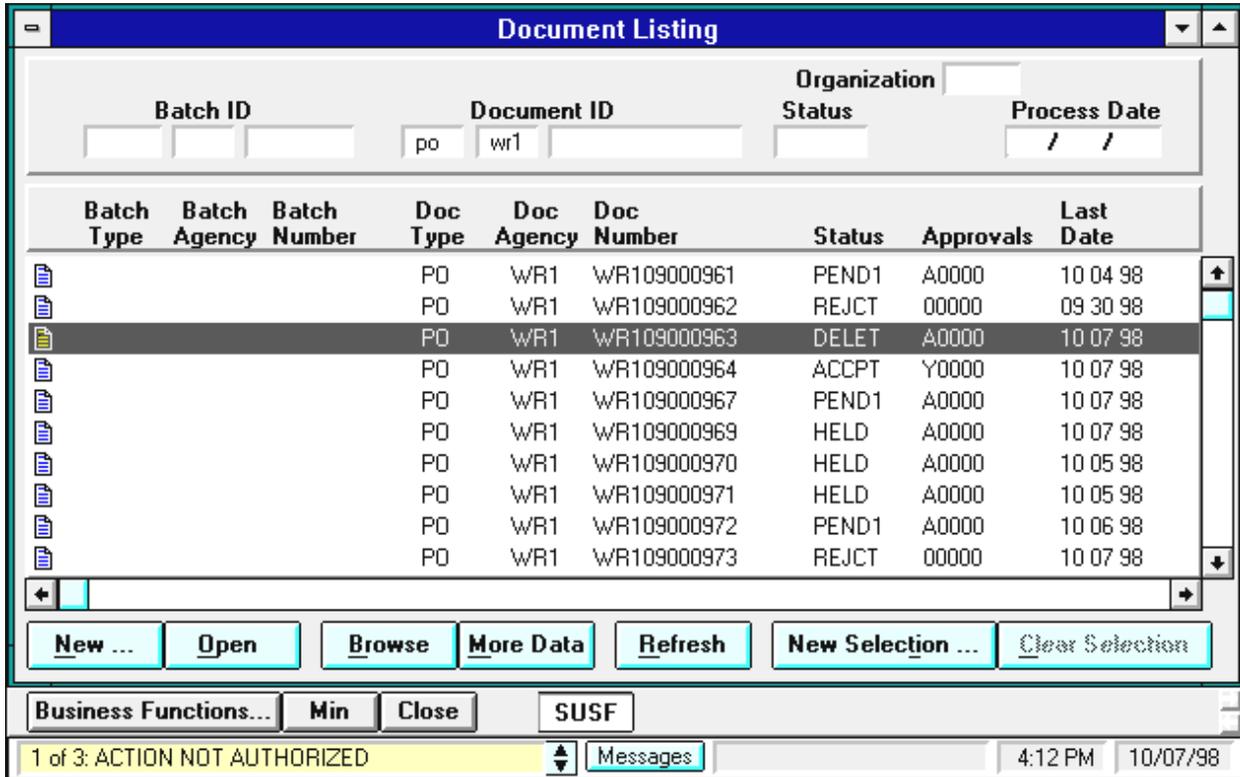
Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
[]			PO	WR1	WR109000961	PEND1	A0000	10 04 98
[]			PO	WR1	WR109000962	REJCT	00000	09 30 98
[]			PO	WR1	WR109000963	DELET	A0000	10 07 98
[]			PO	WR1	WR109000964	ACCPT	Y0000	10 07 98
[]			PO	WR1	WR109000967	PEND1	A0000	10 07 98
[]			PO	WR1	WR109000969	HELD	A0000	10 07 98
[]			PO	WR1	WR109000970	HELD	A0000	10 05 98
[]			PO	WR1	WR109000971	HELD	A0000	10 05 98
[]			PO	WR1	WR109000972	PEND1	A0000	10 06 98
[]			PO	WR1	WR109000973	REJCT	00000	10 07 98

Business Functions... Min Close SUSF

DOCUMENT MARKED FOR DELETION Messages 4:11 PM 10/07/98

Undeleting a Document

A feature of the Advantage system is the ability to undelete documents. A document may be undeleted only on the same day it was deleted.



To undelete a document:

- ♥ Highlight the document you want to undelete

Key	Menubar
Alt + U	PROCESS: UNDELETE

- ♥ Click on:

Undeleting a Document

The Suspense File screen will refresh with the message "DOCUMENT UNDELETED." The document now appears with a status of HELD and current Approval codes.

Document Listing

Batch ID: [] [] [] Document ID: po wr1 [] Organization: [] Status: [] Process Date: / /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PO	WR1	WR109000961	PEND1	A0000	10 04 98
			PO	WR1	WR109000962	REJCT	00000	09 30 98
			PO	WR1	WR109000963	HELD	A0000	10 07 98
			PO	WR1	WR109000964	ACCPT	Y0000	10 07 98
			PO	WR1	WR109000967	PEND1	A0000	10 07 98
			PO	WR1	WR109000969	HELD	A0000	10 07 98
			PO	WR1	WR109000970	HELD	A0000	10 05 98
			PO	WR1	WR109000971	HELD	A0000	10 05 98
			PO	WR1	WR109000972	PEND1	A0000	10 06 98
			PO	WR1	WR109000973	REJCT	00000	10 07 98

Buttons: New ... Open Browse More Data Refresh New Selection ... Clear Selection

Business Functions... Min Close SUSF

DOCUMENT UNDELETED Messages 4:13 PM 10/07/98

Account Codes

The ASU Account Code Structure is designed to allow expense transactions to be applied to budgets for each of the accounting entities: Agency, Org and Sub-Org. This structure is based on principals associated with Fund Accounting, a method widely used by governmental agencies, colleges, and universities to separate and track financial transactions.

The Account Code Structure is comprised of seven distinct elements: Fund, Agency, Org, Sub-Org, Object Code, Subobject Code, and Function Code. Each of these elements is set up in a table that is used for validation purposes during Advantage transaction processing. The use of these tables is demonstrated in the **How to Look Up Account Code Information** section.

All documents require the input of four elements: the Agency, Org, Object, and Subobject Codes. From these, Advantage adds the Fund. The Sub-Org and Function Codes are optional codes used to aggregate expenses at a lower level. (See charts below.)

Account Code Structure

Type	Size	Tableid	Purpose	Example
Fund	4 char numeric	FUND	identifies/classifies funds by source for reporting purposes	1150
Agency	3 char alphanumeric	AGC2	identifies the department and the source of funding	WV1
Organization	4 char alphanumeric	ORG2	uniquely identifies a budgeted entity or special activity (grant or contract)	1003
Suborganization	2 char alphanumeric	SORG	further breakdown of an org for detailed analysis of expense and/or income	05
Object Code	4 char numeric	OBJT	classifies expenditures for reporting purposes	7310
Subobject Code	2 char numeric	SOBJ	further breaks down an object code for more detailed classification	22
Function	4 char alphanumeric	FUNC	classifies expenditures at a lower level than sub-object code	CUFS

Required to be Used on All CUFS Ordering Documents

	AGENCY	ORGANIZATION	OBJECT CODE	SUBOBJECT CODE
Ex:	WV1	1003	7310	22

Differentiating Sponsored and Non-Sponsored Agency/Orgs

Each agency/org is represented by a code of letters and numbers which is used to determine the type of account, department, entity, or project. The agency consists of 3 characters, which are either 2 letters followed by a number, e.g., WV1, or 3 letters, e.g., CRA. The org consists of 4 digits, e.g., 1001 or 5179.

For sponsored project (grant) agencies, the third character of the agency code is a letter (A-Z). Agencies with 2 letters and a digit (1-9) as the third character are non-sponsored or local/state accounts.

Agency/org **CRA 1893** is a sponsored project because the third character of the agency is an **A**. Agency/org **WV1 1003** is a non-sponsored unit because the third character of the agency is a **1**.

Determining the Campus Location from the Org

A further distinction is made between local and state funded accounting agency/orgs on the Tempe Campus, West Campus, and Polytechnic Campus. For all non-sponsored agencies, the first digit of the org determines the campus location. When the first digit of the org is a **1, 2, 3, or 4** that agency/org is associated with the **Tempe Campus**, when the org begins with a **5** the agency/org is associated with the **West Campus**, and when the org begins with a **7** the agency/org is associated with the **Polytechnic Campus**.

Using agency/org **FA6 1007**, as an example, we find that it is associated with the **Tempe Campus** because the first digit of the org is a **1**. Using agency/org **HY1 5002** as an example, we find that it is a **West Campus** agency/org since the first digit of the org is a **5**. Using agency/org **CE1 7001** as an example, we find that it is an **Polytechnic Campus** agency/org since the first digit of the org is a **7**.

Fund Purpose and Source

The number used in the third digit of a non-sponsored agency code not only indicates that the account is non-sponsored (state/local), but the third digit also identifies the purpose and source of the funding, as indicated below.

Digit	Source	Purpose/Type
1	State	General Operating Funds
2	Local	Auxiliary Account
3	Local	Sponsored
4	State/Local	Summer Sessions and Extension
5	Local	Unrestricted
6	Local	Plant Funds
7	Local	Agency
8	Local	Loan and Endowments
9	Local	Restricted other than Sponsored including Financial Assistance

Using the chart above with **BD2 1003** as an example, the **2** in agency **BD2** indicates that the source of the funds is **local** and that this is an **auxiliary account**, i.e., one that is self-supporting, such as the Bookstore.

Using **WV1 1003** as an example, the **1** in agency **WV1** indicates that this is a **state** account tied to the **General Operating Fund**.

Sponsored Funding

The letter used in the third character of a sponsored agency code indicates the type of activity and the general source of funds for each sponsored grant, as indicated in the chart below.

Letter	Funding Source and Grant Purpose
A	Federal Research
B	Federal Instruction
C	Federal Scholarships/Fellowships
D	Federal Public Service & Other Sponsored Activity
E	Federal Equipment
F	Federal Construction
J	Sub-Federal Research
K	Sub-Federal Instruction
L	Sub-Federal Scholarship/Fellowships
M	Sub-Federal Public Service & Other Sponsored Activity
N	Sub-Federal Equipment
P	Sub-Federal Equipment
R	University Research Council Programs
T	Non-Federal Research
V	Non-Federal Instruction
W	Non-Federal Public Service & Other Sponsored Activity
X	Non-Federal Equipment
Y	Non-Federal Construction

Looking at the chart, we find that for Agency/Org **CRA 1893** the funding source is **Federal** and the grant purpose is **Research** because the third character is **A**.

Budget Fiscal Year Codes

Fiscal Year

FISCAL YEAR (FY) is the financial year that an organization uses to associate transactions with the proper accounting year. At ASU, the fiscal year begins on July 1 and ends on June 30. It is designated by the last two digits of the year in which the period ends. For example:

Fiscal Year 98 = July 1, 1997 - June 30, 1998

Fiscal Year 99 = July 1, 1998 - June 30, 1999

Organization

Fiscal Year: 99 Agency: WV1 Organization: 1003 Manager: GXS1

Org Name: COMPTROLLERS OFFICE Organization Level: 10

Fund: 1150 Activity: 6200 Function: Project: 99

Inactive Buyer:

Budgeting Organization Levels	
Expense Budget Organization Level	10
Revenue Budget Organization Level	10
Appropriation Organization Level	10
Allotment Organization Level	10

Reporting Organizations			
1	4AAA	2	---
3	21B	4	---
5	---	6	---
7	---	8	---
9	---	10	1003
11		12	

Budget / Reporting Org Options and Controls

Multi-Year (MY)

MULTI YEAR (MY) in the Budget Fiscal Year field indicates accounts that span fiscal years. For example: a sponsored account starts on January 1, 1997 and ends on December 31 1998. This would include part of the 97 fiscal year, all of the 98 fiscal year, and part of the 99 fiscal year, therefore it has MY as a Budget Fiscal Year indicator.

Appropriation Inquiry

Budget Fiscal Year: MY Appropriation Unit: WRA0001

Name: FISHES OF ARIZONA Short Name: FISHES OF AR

Fund: 3650 Agency: WRA Budget Line Counter: 12 Active

Budget Authority Option: Appropriation Plus the Lesser of Estimated or Actual Receipts

Amounts	Current	Begin Day
Approved Appropriation	0.00	
Current Modified Appropriation	30,332.00	30,332.00
Total Allotment	0.00	
Estimated Receipts	0.00	
Actual Receipts	29,755.26	
Pre-encumbered	0.00	0.00
Encumbered	56.94	56.94
Expended	29,889.67	29,889.67
Unobligated	385.39	
Uncommitted	385.39	

The Multi-Year indicator is used for sponsored accounts, Summer Sessions, and by Planning and Construction for long-term projects.

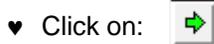
The Go To Window

To access a specific document or table not already on the Documents, Open Tables or Budget Status Windows, the Go To Window is used.

When looking at tables with related information, pull up the information on the first table. Click on the Go To Button, type the table ID for the second table in the Windows box, then click on the With Data button.



To access the Go To Window from anywhere in Advantage:



The Go To Window will appear.

Categories of documents and tables to view

Sub-Categories of document and table windows

You can type a document or table name or code on this line

Documents and tables selection list

Go To Window

Category
All

View by
 Name Code

Sub-Category
All
Budget
CAFR
Disbursements

Windows
* Default Document Selection *
* Document Listing *
* Document Selection *
ABC Classification Parameter
Account Type
Accounting Period
Accounts Payable Three-Way Match Index Inquiry
Acquisition / Disposition
ACT Parameter

Go To
With Data
Setup...
Cancel

View the category list by name or by code.

Open the selected window

Open the window with data for a specific entry

Define Go To window defaults
Minimize the Go To window without opening anything.

The following pages illustrate the use of the Go To Window with specific examples.

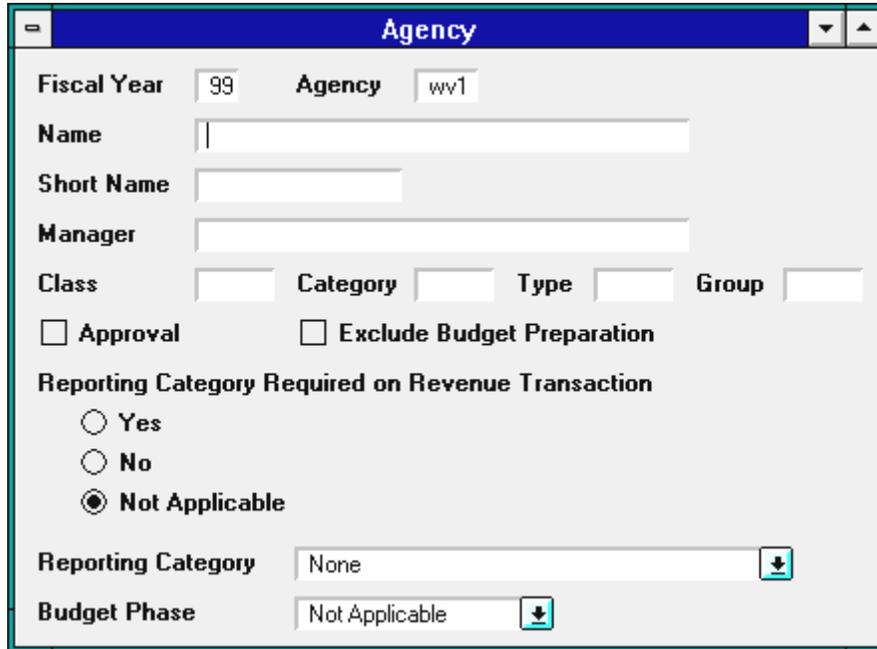
How To Look Up Account Code Information

Accessing the AGENCY table using the Go To Button

To access the **AGC2** table, click on the **GO TO**  Button. Ensure that the **CODE** button is marked.

Type **AGC2** in the WINDOWS field. Click on the **GO TO**  Button.

The Agency Table (AGC2) will appear.



To locate a specific agency within a fiscal year:

- ♥ Type the **FISCAL YEAR CODE** (e.g., 99) in the **FISCAL YEAR** field.
- ♥ Type the **AGENCY CODE** (e.g., WV1) in the **AGENCY** field.

	Toolbar	Key	Menubar
♥ Click on:		F4	DISPLAY: BROWSE DATA

AGENCY Table (AGC2)

Your requested information will appear. The first three characters in the **Short Name** field is the code for your accountant.

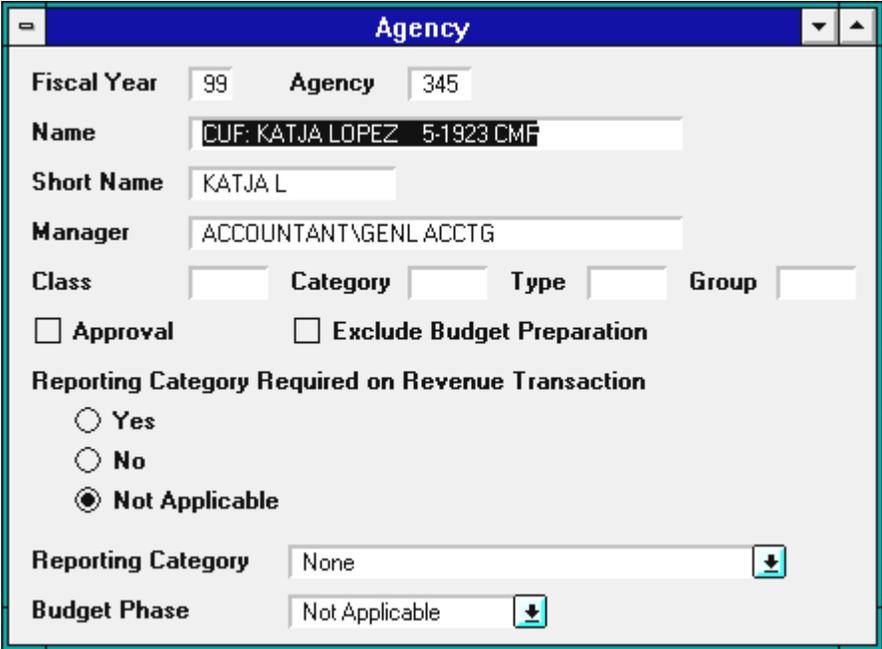
To retrieve the accountant's name and phone number:

- ♥ Click in the **AGENCY** field.
- ♥ Type the number that was in the short name field of the agency you had scanned for (e.g. 345).

	Toolbar	Key	Menubar
♥ Click on:		F4	DISPLAY: BROWSE DATA

AGENCY Table (AGC2)

The name and phone number of the accountant for that agency will appear in the Name field. In the following example: Accountant 345 is Katja Lopez. Her phone number is 5-1923 and she is located in the Comptroller's Office.



Agency

Fiscal Year: 99 Agency: 345

Name: CUF: KATJA LOPEZ 5-1923 CMF

Short Name: KATJA L

Manager: ACCOUNTANT\GENL ACCTG

Class: Category: Type: Group:

Approval Exclude Budget Preparation

Reporting Category Required on Revenue Transaction

Yes

No

Not Applicable

Reporting Category: None

Budget Phase: Not Applicable

How to Access the Organization (ORG2) Table

To access the **ORG2** table, click on the **GO TO**  Button. Ensure that the **CODE** button is marked. Type **ORG2** in the WINDOWS field. Click on the **GO TO**  Button.

The Organization Table (ORG2) will appear.

Organization

Fiscal Year	99	Agency	ww1	Organization	1003	Manager	
Org Name						Organization Level	<input type="checkbox"/>
Fund		Activity		Function		Project	
<input type="checkbox"/> Inactive		Buyer					

Budgeting Organization Levels

Expense Budget Organization Level	<input type="checkbox"/>
Revenue Budget Organization Level	<input type="checkbox"/>
Appropriation Organization Level	<input type="checkbox"/>
Allotment Organization Level	<input type="checkbox"/>

Reporting Organizations

1		2		3		4	
5		6		7		8	
9		10		11		12	

Budget / Reporting Org

Options and Controls

To access a specific agency/org:

- ♥ Type the **FISCAL YEAR CODE** (e.g., 98) in the **FISCAL YEAR** field.
- ♥ Type the **AGENCY CODE** (e.g., WV1) in the **AGENCY** field.
- ♥ Type the **ORGANIZATION CODE** (e.g., 1003) in the **ORGANIZATION** field.

	Toolbar	Key	Menubar
♥ Click on:		F4	DISPLAY: BROWSE DATA

ORGANIZATION Table (ORG2)

The requested agency and organization will appear:

Organization

Fiscal Year	99	Agency	WV1	Organization	1003	Manager	GXS1
Org Name	COMPTROLLERS OFFICE	Organization Level	10				
Fund	1150	Activity	6200	Function		Project	99
<input type="checkbox"/> Inactive		Buyer	<input type="checkbox"/>				

Budgeting Organization Levels

Expense Budget Organization Level	10
Revenue Budget Organization Level	10
Appropriation Organization Level	10
Allotment Organization Level	10

Reporting Organizations

1	4AAA	2	---	3	21B	4	---
5	---	6	---	7	---	8	---
9	---	10	1003	11		12	

Budget / Reporting Org
Options and Controls

To view the next organization on the ORG2 table:

	Toolbar	Key	Menubar
♥ Click on:		F5	DISPLAY: MORE DATA

OR

To view the Suborgs for a particular Organization:

- ♥ Click on the **GO TO**  Button.
- ♥ Ensure that the **CODE** button is marked.
- ♥ Type **SORG** in the WINDOWS field.
- ♥ Click on the **WITH DATA**  Button.

SUBORGANIZATION Table (SORG)

The Suborganizations for this Agency/Org, if there are any, will appear beginning on the first line.

Sub-Organization						
	Fiscal Year	Agency	Org	Sub-org	Name	Short Name
1	98	WV1	1003	BA	PROJECT'S	PROJECT'S
2	98	WV1	1003	CA	89/90 CAPITAL REQUESTS	'90 CAPT REQ
3	98	WV1	1003	PR	PEER REVIEW STUDY	PEER REVIEW
4	98	WV1	1003	SS	SUMMER SESSION WORK STUDY	SS WORK STDY
5	98	WV1	1003	01	COMPTROLLER CAPITAL ALLOCATIN	CAPTL ALLOC
6	98	WV1	1003	02	CASHIER SYSTEM	CASH SYSTEM
7	98	WV1	1003	03	POSTAGE - STUDENT FISCAL SVCS	POST-SFS
8	98	WV1	1003	04	POSTAGE - ACCOUNTS RECEIVABLE	POST-A/R
9	98	WV1	1003	05	TRAINING	TRAINING
10	98	WV1	1003	06	TELEPHONE BILLING - ANALYST	PHONE BILL
11	98	WV5	1002	SS	SUMMER WORKSTUDY	SS WRKSTUDY
12	98	WV5	1012	SS	SUMMER SESSION WORK STUDY	SS WORK STY
13	98	WY1	1001	SM	ASST. V P BUSINESS AFFAIRS	AVPBA
14	98	WY5	1004	EF	EMPLOYEE FESTIVAL	EMPL FESTIVA

To view the next organization on the SORG table:

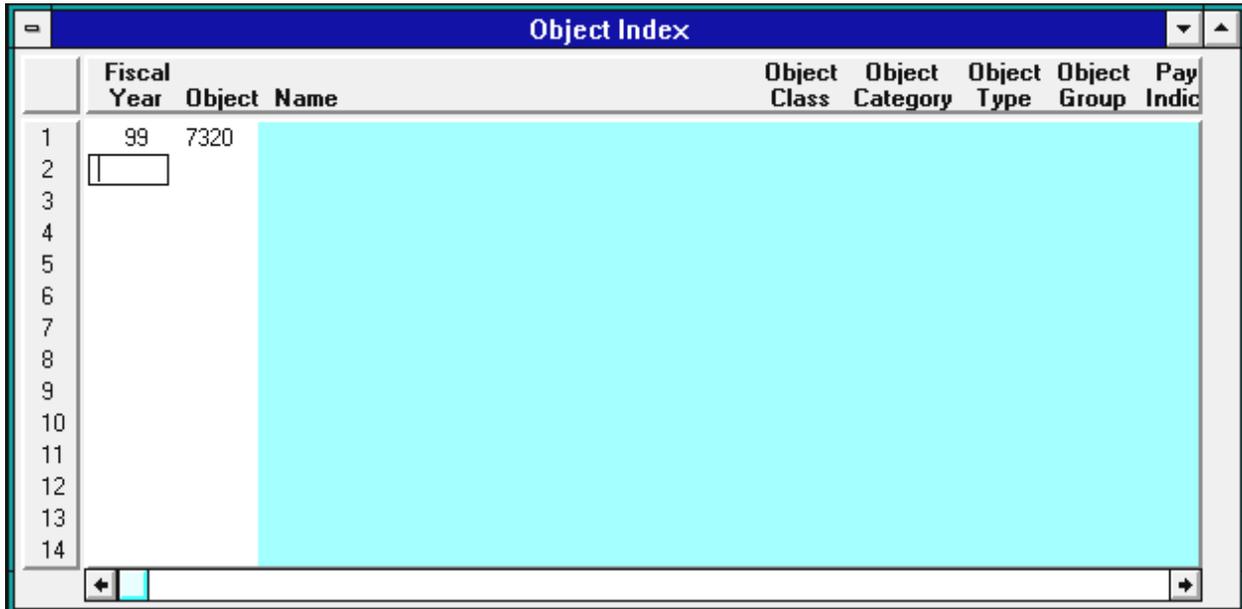
	Toolbar	Key	Menubar
♥ Click on:		F5	DISPLAY: MORE DATA

How to Access the Object Code (OBJT) Table

To access the **OBJT** table, click on the **GO TO**  Button. Ensure that the **CODE** button is marked.

Type **OBJT** in the WINDOWS field. Click on the **GO TO**  Button.

The Organization Table (OBJT) will appear.



Object Index							
	Fiscal Year	Object Name	Object Class	Object Category	Object Type	Object Group	Pay Indic
1	99	7320					
2	<input type="text"/>						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

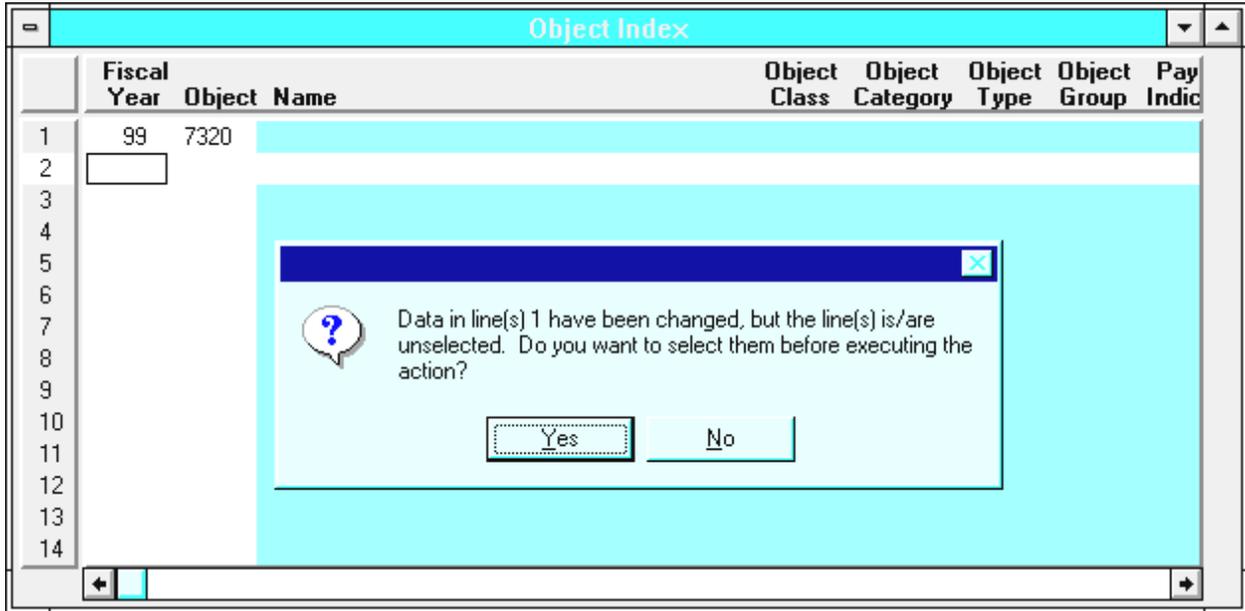
To access a specific object code:

- ♥ Type the **FISCAL YEAR CODE** (E.G., 98) in the **FISCAL YEAR** field.
- ♥ Type an **OBJECT CODE** (e.g., 7320) in the **OBJECT** field.

	Toolbar	Key	Menubar
♥ Click on:		F4	DISPLAY: BROWSE DATA

OBJECT Table (OBJT)

If your screen looks like this:



- ♥ Click on YES to access your information.

OBJECT Table (OBJT)

The screen will refresh with a listing of object codes in numeric order beginning with the specified code.

Object Index								
	Fiscal Year	Object	Name	Object Class	Object Category	Object Type	Object Group	Pay Indic.
1	99	7320	MATERIALS AND SUPPLIES	730	AC		CA	N
2	99	7325	NON-CAPITAL EQUIPMENT	730	AC		CA	N
3	99	7330	COMMUNICATIONS	730	AC		CA	N
4	99	7340	RENTALS/LICENSES	730	AC		CA	N
5	99	7350	UTILITIES	730	AC		CA	N
6	99	7390	MISCELLANEOUS	730	AC		CA	N
7	99	7400	PARTICIPANT EXPENSES (SP ONLY)	730	AC		CA	N
8	99	7510	TRAVEL/IN-STATE	750	AC		CA	N
9	99	7520	TRAVEL/OUT-OF-STATE	750	AC		CA	N
10	99	7530	TRAVEL/FOREIGN	750	AC		CA	N
11	99	7560	TRAVEL/ATHLETIC	750	AC		CA	N
12	99	7700	STUDENT SUPPORT	770	SS		CA	N
13	99	7810	CAPITAL EQUIPMENT	780	AC		CA	N
14	99	7880	OTHER CAPITAL-EXTERNAL CONTRCT	780	AC		CA	N

To view which subobject codes exist for this object code:

- ♥ Click on the object code for which you want to see the subobject codes (e.g. 7320).
- ♥ Click on the **GO TO**  Button.
- ♥ Ensure that the **CODE** button is marked.
- ♥ Type **SOBJ** in the WINDOWS field.
- ♥ Click on the **WITH DATA**  Button.

SUBJECT Table (SOBJ)

The SOBJ table will appear with a listing of all the subobject codes which exist for the specified object code.

Sub-Object					
	Fiscal Year	Object	Sub-object	Name	Short Name
1	99	7320	01	OFFICE SUPPLIES	OFFICE SUPLS
2	99	7320	03	ATHLETIC SUPPLIES	ATHL SUPPL
3	99	7320	04	FIELD SUPPLIES	FIELD SUPPL
4	99	7320	05	LAB SUPPLIES	LAB SUPPLIES
5	99	7320	09	COMPRESSED GASES AND LIQUIDS	COMPRSD LIQD
6	99	7320	10	RADIOACTIVE MATERIAL	RADIOACTV MT
7	99	7320	13	R/M SUPPLIES-AUDIO VISUAL	R/M SUP-AUDI
8	99	7320	17	R/M SUPPLIES-PLUMBING/HVAC	R/M SUP-PLMB
9	99	7320	21	R/M SUPPLIES-ELECTRICAL	R/M SUP-ELEC
10	99	7320	25	R/M SUPPLIES-CUST CHEM/SUP	R/M SUP-CUST
11	99	7320	29	R/M SUPPLIES-GRDS CHEM/SUP	R/M SUP-GRDS
12	99	7320	33	R/M SUPPLIES-HARDWARE & TOOLS	R/M SUP-HRDW
13	99	7320	37	R/M SUPPLIES-PAINT & SUNDRIES	R/M SUP-PNT
14	99	7320	41	R/M SUPPLIES-VEHICLES	R/M SUP-VEH

To view additional Subobject Codes:

	Toolbar	Key	Menubar
♥ Click on:		F5	DISPLAY: MORE DATA

Accessing the Function (FUNC) Table

To access the **FUNC** table, click on the **GO TO**  Button. Ensure that the **CODE** button is marked.

Type **FUNC** in the WINDOWS field. Click on the **GO TO**  Button.

The Function Table (FUNC) will appear.

Function						
	Fiscal Year	Function	Name	Short Name	Class	Category
1	99	fall	<input style="width: 200px; height: 15px;" type="text"/>			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

To view a particular Function code:

- ♥ Type the **FISCAL YEAR CODE** in the **FISCAL YEAR** field.
- ♥ Type the **FUNCTION CODE** (e.g., FALL) in the **FUNCTION** field.

	Toolbar	Key	Menubar
♥ Click on:		F4	DISPLAY: BROWSE DATA

FUNCTION Table (FUNC)

The FUNC table will appear with the specified function code at the top of the screen. If the code does not appear, it does not exist for the fiscal year specified.

Function						
	Fiscal Year	Function	Name	Short Name	Class	Category
1	99	FALL	FALL SEMESTER	FALL SEMESTE		
2	99	FAW1	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
3	99	FAW2	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
4	99	FAW4	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
5	99	FAW7	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
6	99	FAW8	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
7	99	FAW9	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
8	99	FA10	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
9	99	FA12	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
10	99	FA13	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
11	99	FA14	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
12	99	FA15	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
13	99	FA16	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
14	99	FA17	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		
15	99	FA18	FOR JV AND TV DOCUMENTS ONLY	FOR JV AND T		

To view more Function Codes:

	Toolbar	Key	Menubar
♥ Click on:		F5	DISPLAY: MORE DATA