

IFS 2004 Year-End Seminar Account Linkage

What is Account Linkage? A way of grouping G/L information by the account number.

Select menu option 1120 from the main menu.

```

6/09/2000      Integrated Financial System      IFX00 1
14:29:51              Main Menu              LLHUBERT

█_____ :Select                      Position to: _____

Option  Activity      Function
 1010  G/L Maint      Work with System Control File
 1030  G/L Maint      Work with Elements File
 1050  G/L Maint      Work with Chart of Accounts File
 1070  G/L Maint      Work with Distribution Formulas
 1090  G/L Maint      Work with Range Control File
 1110  G/L Maint      Work with Report Model File
 1120  G/L Maint      Work with Account Linkage File
 1130  G/L Maint      Work with Fund/Dept Security File
 1150  G/L Maint      Work with Authorization File
 1170  G/L Maint      CSIS/IFS Account Cross-Reference
 1190  G/L Maint      Work with Sys Cont File-unprotected

More...

F3=Exit   F5=Refresh   F12=Cancel

```

You will see a list of account linkage reports on the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER *****      IFL01  1
6/09/2000 14:32:28      Work with Account Linkage      QPADEV000J

Level 0                      Pos: █_____

Type options, press Enter.
 2=Change 3=Copy 4=Delete 5=Display 6=Print X=Expand

Opt No.  Description
_   10  SEAGR REPORT / STANDARD FORMAT

Bottom

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

IFS 2004 Year-End Seminar Account Linkage**Adding an Account Linkage Report**

Once you are in the Work with Account Linkage program, (previous screen), press the F6 key to create a new account linkage report. Enter the account linkage number and a description for the report.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL01  2
6/09/2000 14:32:28          Work with Account Linkage          QPADEV000J

Account Linkage Number . . . . 15
Linkage Description. . . . . ACCOUNT LINKAGE REPORT 1

F3=Exit  F12=Cancel

```

Start adding levels to the account linkage report.

Once you have added the report number and name to the system. Enter a '2' next to the report that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
6/09/2000 14:42:12          Work with Account Linkage          QPADEV000J

                                Level 0                                Pos:  █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.  Description
  2     15  ACCOUNT LINKAGE REPORT 1

F3=Exit  F5=Refresh  F6=ADD  F21=Print

Bottom

```

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You will then see the following screen. Press F6 to add to the next level.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL02  1
6/09/2000 14:44:03      Work with Account Linkage      QPADEV000J

Level      Description
0          15 - ACCOUNT LINKAGE REPORT 1

Type options, press Enter.      Level 1      Pos: █
2=Change 4=Delete 5=Display 6=Print X=Expand

Description      Adjust. Amount      Sup Nxt
Opt  Seq# From Account#      Thru Account#      Sum  Lvl

F3=Exit  F5=Refresh  F6=ADD  F12=Previous  F14=Resequence

Bottom

```

You can then add the first level of information for the account linkage report.

```

Mode: ADD      ***** HUMAN SERVICES IFS USER ***** IFL02  2
10/13/2000      Work with Account Linkage      QPADEV001H

Sequence Number . . . . . 10
Description . . . . . CHILDRENS SERVICES
Linkage From Account#. . . . >
Linkage Thru Account#. . . . >
Adjustment Amount. . . . . .00
Suppress Summary . . . . . > █ (S or Blank)

F3=Exit  F4=Prompt  F12=Cancel

```

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You have then entered level one information.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL02  1
10/13/2000  14:18:04      Work with Account Linkage      QPADEV001H

Level            Description
0                15 - ACCOUNT LINKAGE REPORT 1

Type options, press Enter.      Level 1      Pos: █
2=Change 4=Delete 5=Display 6=Print X=Expand

      Description            Adjust. Amount      Sup Nxt
Opt  Seq# From Account#      Thru Account#      Sum  Lvl
-    -    -
      10 CHILDRENS SERVICES

Bottom

F3=Exit F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Enter a '2' by the item that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL02  1
10/13/2000  14:18:04      Work with Account Linkage      QPADEV001H

Level            Description
0                15 - ACCOUNT LINKAGE REPORT 1

Type options, press Enter.      Level 1      Pos: ____
2=Change 4=Delete 5=Display 6=Print X=Expand

      Description            Adjust. Amount      Sup Nxt
Opt  Seq# From Account#      Thru Account#      Sum  Lvl
2    -    -
      10 CHILDRENS SERVICES

Bottom

F3=Exit F5=Refresh F6=ADD F12=Previous F14=Resequence

```

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You are now at level 2. Press the F6 key to add information at this level.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL03  1
10/13/2000 14:20:18      Work with Account linkage      QPADEV001H
Level Seq#  Description      Adjust. Amount  Sup
          From Account#      Thru Account#   Sum
0         15 - ACCOUNT LINKAGE REPORT 1
1      10  CHILDRENS SERVICES
-----
Type options, press Enter.      Level 2      Pos: █
2=Change 4=Delete 5=Display 6=Print X=Expand

          Description      Adjust. Amount  Sup Nxt
Opt  Seq# From Account#      Thru Account#   Sum Lvl

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequenece

```

Enter the information for the new level.

```

Mode: ADD      ***** HUMAN SERVICES IFS USER ***** IFL03  2
10/13/2000      Work with Account linkage      QPADEV001H

Sequence Number . . . . . 10
Description . . . . . MA WAIVERS / CASE MANAGEMENT
Linkage From Account#. . . . >
Linkage Thru Account#. . . . >
Adjustment Amount. . . . . .00
Suppress Summary . . . . . > █ (S or Blank)

F3=Exit F4=Prompt F12=Cancel

```

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The information for the new level is now added.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL03  1
10/13/2000 14:24:01          Work with Account linkage          QPADEV001H
Level Seq#  Description          Adjust. Amount  Sup
                From Account#          Thru Account#  Sum
0           15 - ACCOUNT LINKAGE REPORT 1
1           10  CHILDRENS SERVICES
                _____
Type options, press Enter.          Level 2          Pos: █
2=Change 4=Delete 5=Display 6=Print X=Expand

                Description          Adjust. Amount  Sup Nxt
Opt  Seq#  From Account#          Thru Account#  Sum  Lvl
-    10  MA WAIVERS / CASE MANAGEMENT

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Since there is not a “from” and “through” account number range entered at this point, another level will have to be added. Enter a ‘2’ next to this item to work with the next level.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL03  1
10/13/2000 14:24:01          Work with Account linkage          QPADEV001H
Level Seq#  Description          Adjust. Amount  Sup
                From Account#          Thru Account#  Sum
0           15 - ACCOUNT LINKAGE REPORT 1
1           █ 10  CHILDRENS SERVICES
                _____
Type options, press Enter.          Level 2          Pos: _____
2=Change 4=Delete 5=Display 6=Print X=Expand

                Description          Adjust. Amount  Sup Nxt
Opt  Seq#  From Account#          Thru Account#  Sum  Lvl
2    10  MA WAIVERS / CASE MANAGEMENT

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

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You are now at the next level. Press F6 to add at this level.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL04  1
10/13/2000 14:26:48          Work with Account linkage          QPADEV001H
Level Seq#  Description                               Adjust. Amount  Sup
                                From Account#           Thru Account#   Sum
0                               15 - ACCOUNT LINKAGE REPORT 1
1      10  CHILDRENS SERVICES
2      10  MA WAIVERS / CASE MANAGEMENT
-----
Type options, press Enter.          Level 3          Pos: █ 10
2=Change 4=Delete 5=Display 6=Print X=Expand

      Description                               Adjust. Amount  Sup Nxt
Opt  Seq#  From Account#           Thru Account#   Sum  Lvl

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Once you get to the last level of detail that you would like, enter the account number from and through range and all other information.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL04  2
10/13/2000          Work with Account linkage          QPADEV001H

Sequence Number . . . . . 10
Description . . . . . HSA STATE
Linkage From Account#. . . . > 1143071900005831
Linkage Thru Account#. . . . > 1143071900005831
Adjustment Amount. . . . . █ .00
Suppress Summary . . . . . > _ (S or Blank)

F3=Exit F4=Prompt F12=Cancel

```

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The information is added at this point.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL04  1
10/13/2000 14:30:25          Work with Account linkage          QPADEV001H
Level Seq#  Description          Adjust. Amount  Sup
          From Account#          Thru Account#  Sum
0          15 - ACCOUNT LINKAGE REPORT 1
1          10  CHILDRENS SERVICES
2          10  MA WAIVERS / CASE MANAGEMENT
          _____
Type options, press Enter.          Level 3          Pos: █
2=Change 4=Delete 5=Display 6=Print X=Expand
          Description          Adjust. Amount  Sup Nxt
Opt  Seq# From Account#          Thru Account#  Sum Lvl
-    10  HSA STATE
          11-430-719-0000-5831          11-430-719-0000-5831
          Bottom
F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Press the F6=Add to add any more from and through ranges at this level.

Changing an Account Linkage Report

Enter a '2' next to the account linkage report that you are changing.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10/13/2000 14:11:43          Work with Account Linkage          QPADEV001H
          Level 0          Pos: _____
Type options, press Enter.
2=Change 3=Copy 4=Delete 5=Display 6=Print X=Expand
Opt  No.  Description
-    10  SEAGR REPORT / STANDARD FORMAT
2    15  ACCOUNT LINKAGE REPORT 1
█    30  HERB'S TEST
          Bottom
F3=Exit F5=Refresh F6=ADD F21=Print

```

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Enter '2' next to the item that you would like to change, until you get to the level that you would like to work with.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL02  1
10/13/2000 15:04:39      Work with Account Linkage      QPADEV001H

Level      Description
0          15 - ACCOUNT LINKAGE REPORT 1

Type options, press Enter.      Level 1      Pos: _____
2=Change 4=Delete 5=Display 6=Print X=Expand

      Description      Adjust. Amount      Sup Nxt
Opt  Seq# From Account#      Thru Account#      Sum  Lvl
 2   10 CHILDRENS SERVICES
                                     +

Bottom

F3=Exit F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Enter a '2' to change the information at this level.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL03  1
10/13/2000 15:18:28      Work with Account linkage      QPADEV001H

Level Seq#  Description      Adjust. Amount  Sup
0      15 - ACCOUNT LINKAGE REPORT 1
1      10 CHILDRENS SERVICES

Type options, press Enter.      Level 2      Pos: _____
2=Change 4=Delete 5=Display 6=Print X=Expand

      Description      Adjust. Amount      Sup Nxt
Opt  Seq# From Account#      Thru Account#      Sum  Lvl
-    10 MA WAIVERS / CASE MANAGEMENT
-    20 OTHER (DHS APPROVED)
 2   30 FORGOTTON CHILDREN
      11-430-710-0000-5831      11-430-710-0000-5831
                                     +

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

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You need to move your cursor up to the fields that you would like to change and make the changes.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL04  1
10/13/2000 15:21:21      Work with Account linkage      QPADEV001H
Level Seq#  Description      Adjust. Amount  Sup
          From Account#      Thru Account#  Sum
0         15 - ACCOUNT LINKAGE REPORT 1
1         10 CHILDRENS SERVICES
2         30 FORGOTTON CHILDREN-CHANGED
          11-430-710-0000-5831      11-430-710-0000-5831      -

Type options, press Enter.      Level 3      Pos: _____
2=Change 4=Delete 5=Display 6=Print X=Expand

          Description      Adjust. Amount  Sup Nxt
Opt Seq# From Account#      Thru Account#  Sum Lvl

Bottom

F3=Exit F4=Prompt F5=Refresh F6=ADD F12=Previous F14=Resequence

```

Copy an Account Linkage Report

Enter a '3' next to the account linkage report that you are copying.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10/13/2000 14:11:43      Work with Account Linkage      QPADEV001H

Level 0      Pos: _____

Type options, press Enter.
2=Change 3=Copy 4=Delete 5=Display 6=Print X=Expand

Opt No.  Description
- 10 SEAGR REPORT / STANDARD FORMAT
3 15 ACCOUNT LINKAGE REPORT 1
█ 30 HERB'S TEST

Bottom

F3=Exit F5=Refresh F6=ADD F21=Print

```

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The account linkage report number can not be used more than once on the system, so that will need to be changed. You are not required to change the report description.

```

Mode: ADD          ***** HUMAN SERVICES IFS USER ***** IFL01  2
10/13/2000  14:11:43          Work with Account Linkage          QPADEV001H

Account Linkage Number . . . . . 16
Linkage Description. . . . . ACCOUNT LINKAGE REPORT 1-COPIED

F3=Exit  F12=Cancel

```

The account linkage report has then been copied, renumbered and renamed. You can go ahead and work with this account linkage report just like any other on the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10/13/2000  15:24:56          Work with Account Linkage          QPADEV001H

                                Level 0                                Pos:  █
Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-      10  SEAGR REPORT / STANDARD FORMAT
-      15  ACCOUNT LINKAGE REPORT 1
-      16  ACCOUNT LINKAGE REPORT 1-COPIED
-      30  HERB'S TEST

F3=Exit  F5=Refresh  F6=ADD  F21=Print

Bottom

```

IFS 2004 Year-End Seminar Account Linkage**Deleting an Account Linkage Report**

Enter a '4' next to the account linkage report that you are deleting.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10/13/2000  15:24:56          Work with Account Linkage      QPADEV001H

                                Level 0                      Pos:  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt No.   Description
-      10  SEAGR REPORT / STANDARD FORMAT
-      15  ACCOUNT LINKAGE REPORT 1
  4      16  ACCOUNT LINKAGE REPORT 1-COPIED
  █      30  HERB'S TEST

                                                    Bottom

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

You will then get a confirmation screen. If you do not want to delete the report at this point, press F12 to cancel the delete option. Press enter to delete the account linkage report.

```

Mode: DELETE      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10132000  152456          Work with Account Linkage      QPADEV001H

** WARNING ** Pressing enter to confirm your choices for deletion
will also delete all associated detail.
Press F12 to return to change your choices

Opt No.   Description
          16  ACCOUNT LINKAGE REPORT 1-COPIED

F3=Exit

F12=Cancel

```

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You will see that the item that you selected to delete has been removed from the system.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL01  1
10/13/2000  15:24:56      Work with Account Linkage      QPADEV001H

                                Level 0                                Pos:  █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=Print  X=Expand

Opt  No.   Description
-    10   SEAGR REPORT / STANDARD FORMAT
-    15   ACCOUNT LINKAGE REPORT 1
-    30   HERB'S TEST

                                                    Bottom

F3=Exit  F5=Refresh  F6=ADD  F21=Print

```

Printing an Account Linkage Report

Select the menu option 3020-Account Linkage General Report and you will see the following screen. Enter the information required and press F11 to run the report.

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFL15  1
10/16/2000  12:09:04      Account Linkage Report(s)      QPADEV001D

Account Linkage Number . . . >  15
Report Heading 1 . . . . . HEADING FOR ACCOUNT LINKAGE REPORT
Report Heading 2 . . . . . DEMO 10/1/00 - YEAR END TRAINING
Date Range (MMYYYY). . . .From 1/1994 Thru 12/1994
Include Adjustment Amount. . . > N
Save Report Options. . . . . > N

F3=Exit  F4=Prompt  F11=Run Report  F17=Run Inst.

```

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10/16/00
 12:23:40
 ***** HUMAN SERVICES IFS USER ***** COUNTY 04
 INTEGRATED FINANCIAL SYSTEM
 HEADLINE FOR ACCOUNT LINKAGE REPORT
 YEAR END TRAINING
 IFL09 PAGE 0

***** SELECTION PANEL *****

ACCOUNT LINKAGE NUMBER 00015

REPORT HEADING 1 HEADLINE FOR ACCOUNT LINKAGE REPORT

REPORT HEADING 2 YEAR END TRAINING

DATE RANGE (MMYYYY) FROM 1/1990 THRU 12/1990

INCLUDE ADJUSTMENT AMOUNT NO

SAVE REPORT OPTIONS NO

***** RUN INSTRUCTIONS PANEL *****

COMMENT

COPIES 1

SUBMIT TO BATCH YES

PRINT QUALITY *STD

HOLD SPOOL FILE NO

FORM TYPE *STD

CHARACTER PER INCH 15

LINES PER PAGE 66

OVERFLOW LINE NUMBER 60

LINES PER INCH 8

PRINTER NAME PRT01

SAVE SPOOLED FILE NO

IFS 2004 Year-End Seminar Account Linkage

10/16/00
12:22:40

LIBBERT

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
YEAR END TRAINING

COUNTY 04

IFLO9

PAGE 1

FROM 1/1990 THRU 12/1990

PROGRAM REVENUE BY SOURCE

PROGRAM REVENUE BY SOURCE	AMOUNT
CHILDRENS SERVICES	.00
MA WAIVERS / CASE MANAGEMENT	.00
HSA STATE	.00
STATE WAIVER REIM	.00
OTHER (DHS APPROVED)	2,738.23-
FORGOTTEN CHILDREN-CHANGED	2,738.23-
CHILDRENS SERVICES	

