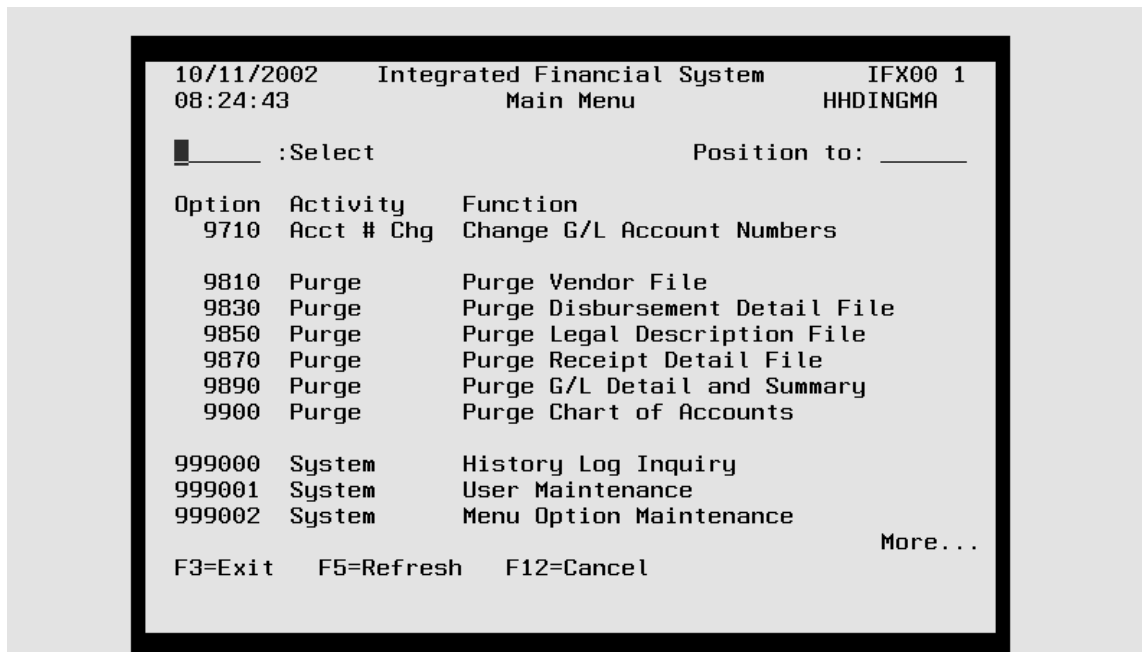
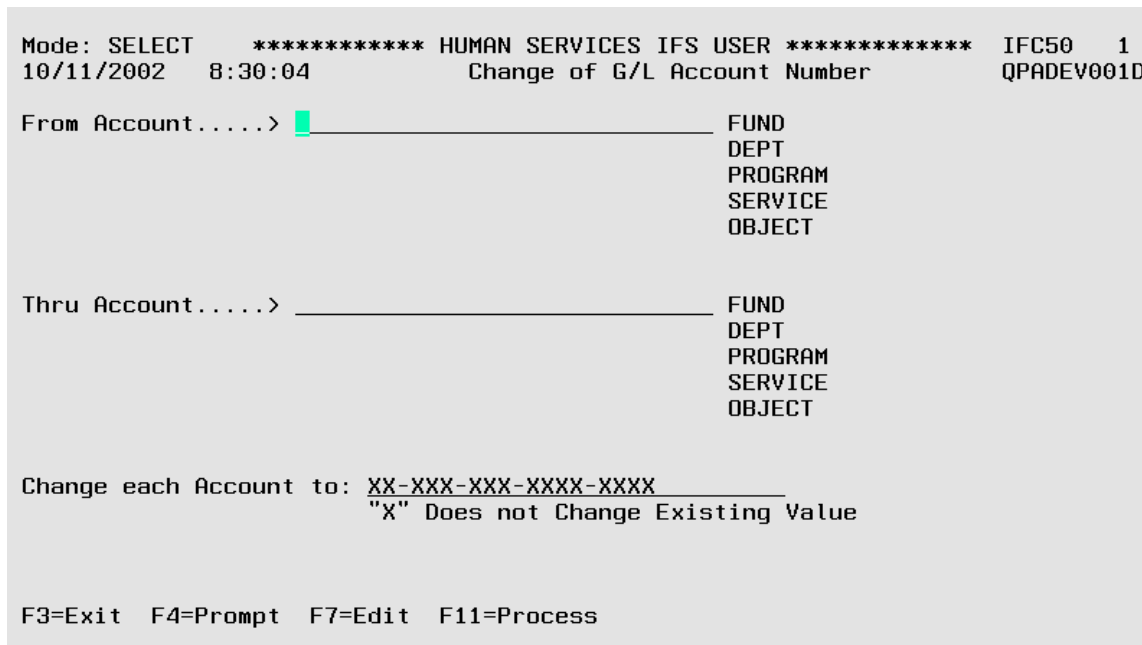


IFS 2004 Year-End Seminar Change G/L Account Numbers

Select menu option 9710 to change G/L Account Numbers. All other users need to be signed off of IFS for you to run this option.



The following screen appears:



IFS 2004 Year-End Seminar Change G/L Account Numbers

Select a range of account numbers to be changed by entering From and Thru account numbers. If you are changing only one account number, you may leave the Thru account number blank. Then enter an element number to be substituted into each account number in the range you've selected, by replacing the corresponding 'X's in the "Change each Account to" field. You may change only one element of the account number at a time.

In the following example, we are changing the object in account number 11-420-600-0000-6232 to 6235.

IFS will check if there are any errors in the entry that you have made. The errors that IFS checks for are: an element number not on file in the Elements File; a request to change the Fund or Department number on less than all of the account numbers in the Fund or Department; entry of more than one element number to be substituted into the account numbers. If any error is shown, you must correct the problem before continuing.

If no errors are found, the screen will tell you to press F7 to Edit:

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFC50  1
10/11/2002  8:30:04      Change of G/L Account Number      QPADEV001D

From Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
                                           DEPT      420 INCOME MAINTENAN
                                           PROGRAM   600 ADMINISTRATION I
                                           SERVICE   0000 UNASSIGNED
                                           OBJECT    6232 PUBLICATIONS AND

Thru Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
                                           DEPT      420 INCOME MAINTENAN
                                           PROGRAM   600 ADMINISTRATION I
                                           SERVICE   0000 UNASSIGNED
                                           OBJECT    6232 PUBLICATIONS AND

Change each Account to: XX-XXX-XXX-XXXX-6235
                        "X" Does not Change Existing Value

F3=Exit F4=Prompt F7=Edit F11=Process
All changes processed - Press F7 to Edit

```

Press F7 to run an edit of the account number changes entered. This will generate a listing of the account numbers that will be changed when you execute the Process function, and their new values. An example of this report is shown on the next page. You should proofread this report to be sure you entered the request correctly.

IFS 2004 Year-End Seminar Change G/L Account Numbers

10/11/02
8:33:58
HHDINGMA
COUNTY 04
IFC52
***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - EDIT LISTING
NEW ACCOUNT NO. MESSAGES
11-420-600-0000-6232 11-420-600-0000-6235

IFS 2004 Year-End Seminar Change G/L Account Numbers

When the F7=Edit function has completed, the screen will display the following:

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFC50  1
10/11/2002   8:30:04      Change of G/L Account Number      QPADEV001D

From Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
                                           DEPT      420 INCOME MAINTENAN
                                           PROGRAM   600 ADMINISTRATION I
                                           SERVICE   0000 UNASSIGNED
                                           OBJECT    6232 PUBLICATIONS AND

Thru Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
                                           DEPT      420 INCOME MAINTENAN
                                           PROGRAM   600 ADMINISTRATION I
                                           SERVICE   0000 UNASSIGNED
                                           OBJECT    6232 PUBLICATIONS AND

Change each Account to: XX-XXX-XXX-XXXX-6235
                        "X" Does not Change Existing Value

F3=Exit  F4=Prompt  F7=Edit  F11=Process
F7 Edit completed - Press F11 to Process

```

If the account number changes shown on the edit listing are not what you want, you can correct the account number change on the screen and re-execute the F7=Edit function.

If the changes on the edit listing are correct, press F11. F11=Process carries out the changes shown on the Edit report, and prints reports showing the account numbers changed in each IFS file. You should keep these reports for reference. (The State Auditors may need them for their annual review.) Examples of these reports are on the following 5 pages.

10/11/02
8:34:45

HHINGMA

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - SEQUENTIAL FILES

COUNTY 04

IFC53

RECORDS CHANGED FOR THE G/L DETAIL FILE (IFGLDE)	52
RECORDS CHANGED FOR THE DISBURSEMENT DETAIL FILE (IFDDET)	81
RECORDS CHANGED FOR THE RECEIPT DETAIL FILE (IFRDET)	1
RECORDS CHANGED FOR THE ACCOUNT PAYABLE FILE (IFAPTR)	0
RECORDS CHANGED FOR THE PAYROLL DETAIL FILE (IFPDET)	0
RECORDS CHANGED FOR THE BUDGET DETAIL FILE (IFBUDT)	0
RECORDS CHANGED FOR THE CHANGED BUDGET FILE (IFCBUD)	3
RECORDS CHANGED FOR THE BUDGET MEMO FILE (IFBMEM)	0
RECORDS CHANGED FOR THE DIST FORMULA FILE (IFGLDF)	0
RECORDS CHANGED FOR THE VEND FINANCIAL FILE (IFVFIN)	0

10/11/02
8:34:48

HHDINGMA

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - CHART OF ACCOUNTS FILE

COUNTY 04

IFC54

ACCOUNT 11-420-600-0000-6232 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235

RECORDS CHANGED FOR THE CHART OF ACCOUNTS FILE (IFGLCA) 1

RECORDS MERGED FOR THE CHART OF ACCOUNTS FILE (IFGLCA) 0

IFS 2004 Year-End Seminar Change G/L Account Numbers

10/11/02
8:34:48
HHDSGMA
COUNTY 04
IFC55

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - BALANCE FORWARD FILES

RECORDS CHANGED FOR THE BALANCE FORWARD FILE (IFBFD) 0
RECORDS MERGED FOR THE BALANCE FORWARD FILE (IFBFD) 0

10/11/02
8:34:48

HHIDINGMA

***** HUMAN SERVICES IFS USER ***** COUNTY 04
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - G/L SUMMARY FILE

IFC56

ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232
ACCOUNT 11-420-600-0000-6232

YEAR 1987 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1988 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1989 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1990 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1991 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1992 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1993 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1994 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
YEAR 1995 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235

RECORDS CHANGED FOR THE G/L SUMMARY FILE (IFGLDS) 9
RECORDS MERGED FOR THE G/L SUMMARY FILE (IFGLDS) 0

IFS 2004 Year-End Seminar Change G/L Account Numbers

10/11/02
8:34:49

HHINGMA COUNTY 04 IFC57

***** HUMAN SERVICES IFS USER *****
INTEGRATED FINANCIAL SYSTEM
CHANGE ACCOUNT NUMBER - BUDGET DETAIL FILE

ACCOUNT 11-420-600-0000-6232 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
ACCOUNT 11-420-600-0000-6232 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235
ACCOUNT 11-420-600-0000-6232 WAS CHANGED TO ACCOUNT 11-420-600-0000-6235

RECORDS CHANGED FOR THE BUDGET DETAIL FILE (IFBUDT) 3
RECORDS MERGED FOR THE BUDGET DETAIL FILE (IFBUDT) 0

IFS 2004 Year-End Seminar Change G/L Account Numbers

When the F11=Process function has completed, the screen will display:

```

Mode: SELECT      ***** HUMAN SERVICES IFS USER ***** IFC50  1
10/11/2002   8:30:04      Change of G/L Account Number      QPADEV001D

From Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
DEPT      420 INCOME MAINTENAN
PROGRAM   600 ADMINISTRATION I
SERVICE  0000 UNASSIGNED
OBJECT    6232 PUBLICATIONS AND

Thru Account.....> 11-420-600-0000-6232      FUND      11 HUMAN SERVICES
DEPT      420 INCOME MAINTENAN
PROGRAM   600 ADMINISTRATION I
SERVICE  0000 UNASSIGNED
OBJECT    6232 PUBLICATIONS AND

Change each Account to: XX-XXX-XXX-XXXX-6235
                        "X" Does not Change Existing Value

F3=Exit  F4=Prompt  F7=Edit  F11=Process
Account number changes completed - enter another or F3 to end

```

IFS has completed the change entered on the screen.

****Note:** If you have changed account numbers which are used in interfacing from another software system (e.g. Payroll), make sure that system is changed to send the new account numbers to IFS.

You may now process another change by repeating the previous steps or select F3=Exit if you are finished.