

IFS

Integrated Financial System

2004 Year-End Seminar
Section 2

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IFS 2004 Year-End Seminar

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IFS 2004 Year-End Seminar Work with Elements File

Select menu option 1030 to work with the Work with Elements File.

```

10/05/2001    Integrated Financial System    IFX00 1
10:02:34          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
Copyright (C) 1995, TriMin Systems, Inc.

```

Once into the Work with Elements option you will see the elements that you have created on the system. If you have not been into this menu option before or you have never created any elements you will not see anything listed at this point.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFG01  1
11/05/2003  11:21:03          Work with Elements File                QPADEV000M

Element Position to position to . . . █
Element Number to position to . . . _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos  Num  Description          Stat  Start Date  End Date
-   -   -   -                   -    -          -
-   1    06  EXTENSION - PRINTED MATERIALS  A    5/04/1988
-   1    07  PUBLIC DEFENDER FUND          A    5/04/1988  12/31/1999
-   1    07  PUBLIC DEFENDER FUND - NEW    A    1/01/2000
-   1    08  NEW BUDGET PROBLEM FUND      A    1/01/1990
-   1    10  NEW TEST FUND 10             A    1/01/2000
-   1    11  COUNTY BUILDING FUND         A    5/04/1988
-   1    12  PRAIRIE LAKES DETENTION CENTER A    5/04/1988
-   1    15  LIBRARY FUND                 A    5/04/1988
-   1    18  EXTENSION - SMALL BUSINESS DEV A    5/04/1988
-   1    20  HOUSEHOLD HAZARDOUS WASTE GRAN A    5/04/1988
-   1    22  ECONOMIC DEVELOPMENT REVOLVING A    5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Elements File**Adding an Element**

Once in the Work with Elements option, press the F6=Add key to add a new element to the system.

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFG01  1
11/05/2003  11:21:03                Work with Elements File                QPADEV000M

Element Position to position to . . . █
Element Number to position to . . .  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
--  --   --  --
_   1    06  EXTENSION - PRINTED MATERIALS             A      5/04/1988
_   1    07  PUBLIC DEFENDER FUND                       A      5/04/1988  12/31/1999
_   1    07  PUBLIC DEFENDER FUND - NEW                 A      1/01/2000
_   1    08  NEW BUDGET PROBLEM FUND                   A      1/01/1990
_   1    10  NEW TEST FUND 10                          A      1/01/2000
_   1    11  COUNTY BUILDING FUND                      A      5/04/1988
_   1    12  PRAIRIE LAKES DETENTION CENTER           A      5/04/1988
_   1    15  LIBRARY FUND                              A      5/04/1988
_   1    18  EXTENSION - SMALL BUSINESS DEV           A      5/04/1988
_   1    20  HOUSEHOLD HAZARDOUS WASTE GRAN           A      5/04/1988
_   1    22  ECONOMIC DEVELOPMENT REVOLVING           A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

After the information is entered for this element, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD                ***** COUNTY AUDITOR IFS USER ***** IFG01  2
11/05/2003  11:21:03                Work with Elements File                QPADEV000M

Type information, press Enter.

Element Position. . . . . 1
Element Number. . . . . 0009
Description . . . . . NEW ELEMENT YEAR END TRAINING
Effective Start Date. . . . . 1/01/2003
Effective End Date. . . . . _____
Cash Control. . . . . > -
Fund Type . . . . . > -
Default CFDA Number . . . . . .000
Status. . . . . > A
Last Update . . . . .

F3=Exit  F4=Prompt  F5=Refresh                F12=Previous

```

IFS 2004 Year-End Seminar Work with Elements File

You will see that the new element you added is now in the system.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/05/2003 11:28:09      Work with Elements File      QPADEV000M

Element Position to position to . .      █
Element Number to position to . . .      _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
-    1     09  NEW ELEMENT YEAR END TRAINING             A      1/01/2003
-    1     10  NEW TEST FUND 10                          A      1/01/2000
-    1     11  COUNTY BUILDING FUND                       A      5/04/1988
-    1     12  PRAIRIE LAKES DETENTION CENTER            A      5/04/1988
-    1     15  LIBRARY FUND                              A      5/04/1988
-    1     18  EXTENSION - SMALL BUSINESS DEV           A      5/04/1988
-    1     20  HOUSEHOLD HAZARDOUS WASTE GRAN           A      5/04/1988
-    1     22  ECONOMIC DEVELOPMENT REVOLVING           A      5/04/1988
-    1     23  RETIREMENT FUND                          A      5/04/1988
-    1     24  RETIREMENT FUND XXX COPY XXXX            A      1/01/1995   12/31/1995
-    1     25  REVENUE SHARING FUND                     A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

Changing an Element

Place a '2' next to the element that you would like to change and press enter.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/05/2003 11:28:09      Work with Elements File      QPADEV000M

Element Position to position to . .      -
Element Number to position to . . .      _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
2    1     09  NEW ELEMENT YEAR END TRAINING             A      1/01/2003
█    1     10  NEW TEST FUND 10                          A      1/01/2000
-    1     11  COUNTY BUILDING FUND                       A      5/04/1988
-    1     12  PRAIRIE LAKES DETENTION CENTER            A      5/04/1988
-    1     15  LIBRARY FUND                              A      5/04/1988
-    1     18  EXTENSION - SMALL BUSINESS DEV           A      5/04/1988
-    1     20  HOUSEHOLD HAZARDOUS WASTE GRAN           A      5/04/1988
-    1     22  ECONOMIC DEVELOPMENT REVOLVING           A      5/04/1988
-    1     23  RETIREMENT FUND                          A      5/04/1988
-    1     24  RETIREMENT FUND XXX COPY XXXX            A      1/01/1995   12/31/1995
-    1     25  REVENUE SHARING FUND                     A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Elements File

Change the information for the element, and press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG01  2
11/06/2003  6:47:21                Work with Elements File                QPADEV000L

Type information, press Enter.

Element Position. . . . . 1
Element Number. . . . . 0009
Description . . . . . NEW ELEMENT CHANGED
Effective Start Date. . . . . 1/01/2003
Effective End Date. . . . .
Cash Control. . . . . > D
Fund Type . . . . . > 1
Default CFDA Number . . . . . .000
Status. . . . . > A
Last Update . . . . . 11/05/2003  11:28:09  LLHUBERT

                                                                    Roll up/down
F3=Exit  F4=Prompt  F5=Refresh  F10=Toggle mode  F12=Previous

```

You will see the information has been changed for that element.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG01  1
11/06/2003  6:50:33                Work with Elements File                QPADEV000L

Element Position to position to . .  █
Element Number to position to . . .  █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                Stat   Start Date   End Date
-    -    -    -    -    -    -    -
-    1     06  EXTENSION - PRINTED MATERIALS  A      5/04/1988
-    1     07  PUBLIC DEFENDER FUND          A      5/04/1988  12/31/1999
-    1     07  PUBLIC DEFENDER FUND - NEW    A      1/01/2000
-    1     08  NEW BUDGET PROBLEM FUND      A      1/01/1990
-    1     09  NEW ELEMENT CHANGED          A      1/01/2003
-    1     10  NEW TEST FUND 10             A      1/01/2000
-    1     11  COUNTY BUILDING FUND          A      5/04/1988
-    1     12  PRAIRIE LAKES DETENTION CENTER A      5/04/1988
-    1     15  LIBRARY FUND                  A      5/04/1988
-    1     18  EXTENSION - SMALL BUSINESS DEV A      5/04/1988
-    1     20  HOUSEHOLD HAZARDOUS WASTE GRAN A      5/04/1988

                                                                    More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Elements File**Copying an Element**

Place a '3' next to the element that you would like to copy and press enter.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG01  1
11/06/2003   6:50:33                Work with Elements File          QPADEV000L

Element Position to position to . . . -
Element Number to position to . . . ____

Type options, press Enter.
  2=Change  3=Copy  4>Delete  5=Display

Opt  Pos   Num Description                    Stat   Start Date   End Date
-    1     06 EXTENSION - PRINTED MATERIALS          A     5/04/1988
-    1     07 PUBLIC DEFENDER FUND                    A     5/04/1988  12/31/1999
-    1     07 PUBLIC DEFENDER FUND - NEW            A     1/01/2000
-    1     08 NEW BUDGET PROBLEM FUND                A     1/01/1990
  3    1     09 NEW ELEMENT CHANGED                    A     1/01/2003
█    1     10 NEW TEST FUND 10                       A     1/01/2000
-    1     11 COUNTY BUILDING FUND                    A     5/04/1988
-    1     12 PRAIRIE LAKES DETENTION CENTER          A     5/04/1988
-    1     15 LIBRARY FUND                            A     5/04/1988
-    1     18 EXTENSION - SMALL BUSINESS DEV          A     5/04/1988
-    1     20 HOUSEHOLD HAZARDOUS WASTE GRAN          A     5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

Change the information that needs to be changed for the newly copied element and press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01  2
11/06/2003   6:50:33                Work with Elements File          QPADEV000L

Type information, press Enter.

Element Position. . . . . 1
Element Number. . . . . 0013
Description . . . . . NEW ELEMENT CHANGED-COPY█
Effective Start Date. . . . . 1/01/2003
Effective End Date. . . . .
Cash Control. . . . . > D
Fund Type . . . . . > 1
Default CFDA Number . . . . . .000
Status. . . . . > A
Last Update . . . . . 11/06/2003   6:50:33   LLHUBERT

F3=Exit  F4=Prompt  F5=Refresh                F12=Previous

```

IFS 2004 Year-End Seminar Work with Elements File

You will see the copied element has been added to the system.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/06/2003   6:55:15      Work with Elements File      QPADEV000L

Element Position to position to . .  █
Element Number to position to . . .  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
--  --   --  -
_   1    06  EXTENSION - PRINTED MATERIALS             A      5/04/1988
_   1    07  PUBLIC DEFENDER FUND                       A      5/04/1988  12/31/1999
_   1    07  PUBLIC DEFENDER FUND - NEW                 A      1/01/2000
_   1    08  NEW BUDGET PROBLEM FUND                   A      1/01/1990
_   1    09  NEW ELEMENT CHANGED                       A      1/01/2003
_   1    10  NEW TEST FUND 10                          A      1/01/2000
_   1    11  COUNTY BUILDING FUND                       A      5/04/1988
_   1    12  PRAIRIE LAKES DETENTION CENTER            A      5/04/1988
_   1    13  NEW ELEMENT CHANGED-COPY                  A      1/01/2003
_   1    15  LIBRARY FUND                              A      5/04/1988
_   1    18  EXTENSION - SMALL BUSINESS DEV            A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

Deleting an Element

Place a '4' next to the element that you would like to delete and press enter.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/06/2003   6:55:15      Work with Elements File      QPADEV000L

Element Position to position to . .  _
Element Number to position to . . .  _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
--  --   --  -
_   1    06  EXTENSION - PRINTED MATERIALS             A      5/04/1988
_   1    07  PUBLIC DEFENDER FUND                       A      5/04/1988  12/31/1999
_   1    07  PUBLIC DEFENDER FUND - NEW                 A      1/01/2000
_   1    08  NEW BUDGET PROBLEM FUND                   A      1/01/1990
_   1    09  NEW ELEMENT CHANGED                       A      1/01/2003
_   1    10  NEW TEST FUND 10                          A      1/01/2000
_   1    11  COUNTY BUILDING FUND                       A      5/04/1988
_   1    12  PRAIRIE LAKES DETENTION CENTER            A      5/04/1988
4   1    13  NEW ELEMENT CHANGED-COPY                  A      1/01/2003
█   1    15  LIBRARY FUND                              A      5/04/1988
_   1    18  EXTENSION - SMALL BUSINESS DEV            A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Elements File

You will see a confirmation screen for deleting the element. Press enter to go ahead with deleting the element, or press F3 or F12 to cancel the deletion.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/06/2003    6:55:15                Work with Elements File          QPADEV000L

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices

Opt  Pos   Num  Description                    Stat   Start Date   End Date
  1    1    13  NEW ELEMENT CHANGED-COPY        A      1/01/2003

F3=Exit                      F12=Cancel

```

By pressing enter you can see the element has been deleted.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/06/2003    6:55:15                Work with Elements File          QPADEV000L

Element Position to position to . .  █
Element Number to position to . . .  ____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                    Stat   Start Date   End Date
-    1    06  EXTENSION - PRINTED MATERIALS  A      5/04/1988
-    1    07  PUBLIC DEFENDER FUND           A      5/04/1988   12/31/1999
-    1    07  PUBLIC DEFENDER FUND - NEW     A      1/01/2000
-    1    08  NEW BUDGET PROBLEM FUND       A      1/01/1990
-    1    09  NEW ELEMENT CHANGED           A      1/01/2003
-    1    10  NEW TEST FUND 10              A      1/01/2000
-    1    11  COUNTY BUILDING FUND          A      5/04/1988
-    1    12  PRAIRIE LAKES DETENTION CENTER A      5/04/1988
-    1    15  LIBRARY FUND                  A      5/04/1988
-    1    18  EXTENSION - SMALL BUSINESS DEV A      5/04/1988
-    1    20  HOUSEHOLD HAZARDOUS WASTE GRAN A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Elements File**Adding Multiple Elements – F8 key.**

Once in the Work with Elements option, press the F8=Multiple Add key to add new elements to the system.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01  1
11/06/2003   6:55:15                      Work with Elements File      QPADEV000L

Element Position to position to . . . █
Element Number to position to . . . _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt  Pos   Num  Description                               Stat   Start Date   End Date
--  --   --  -
_   1     06  EXTENSION - PRINTED MATERIALS             A      5/04/1988
_   1     07  PUBLIC DEFENDER FUND                       A      5/04/1988   12/31/1999
_   1     07  PUBLIC DEFENDER FUND - NEW                 A      1/01/2000
_   1     08  NEW BUDGET PROBLEM FUND                    A      1/01/1990
_   1     09  NEW ELEMENT CHANGED                        A      1/01/2003
_   1     10  NEW TEST FUND 10                           A      1/01/2000
_   1     11  COUNTY BUILDING FUND                       A      5/04/1988
_   1     12  PRAIRIE LAKES DETENTION CENTER             A      5/04/1988
_   1     15  LIBRARY FUND                               A      5/04/1988
_   1     18  EXTENSION - SMALL BUSINESS DEV            A      5/04/1988
_   1     20  HOUSEHOLD HAZARDOUS WASTE GRAN            A      5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

You will see the screen to enter information for the new element. Once you enter the information press enter, that element has been added. You will continue to get the add screen to add more elements to the system. Once you have added all of the elements you need to add, press F3 or F12 to return to the main Work with Elements screen.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG01  2
11/06/2003   6:55:15                      Work with Elements File      QPADEV000L

Type information, press Enter.

Element Position. . . . . █
Element Number. . . . . 0000
Description . . . . . _____
Effective Start Date. . . . . 1/01/2003
Effective End Date. . . . . _____
Cash Control. . . . . > -
Fund Type . . . . . > -
Default CFDA Number . . . . . .000
Status. . . . . > A
Last Update . . . . .

F3=Exit  F4=Prompt  F5=Refresh                      F12=Previous

```

IFS 2004 Year-End Seminar Work with Elements File**Printing Elements – F21 key.**

Once in the Work with Elements option, press the F21=Print key to print a list of elements that are in the system.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG01 1
11/06/2003 6:55:15          Work with Elements File          QPADEV000L

Element Position to position to . . . █
Element Number to position to . . . ____

Type options, press Enter.
  2=Change 3=Copy 4=Delete 5=Display

Opt  Pos   Num Description          Stat   Start Date   End Date
--  --   --  -
_   1    06 EXTENSION - PRINTED MATERIALS  A     5/04/1988
_   1    07 PUBLIC DEFENDER FUND          A     5/04/1988 12/31/1999
_   1    07 PUBLIC DEFENDER FUND - NEW  A     1/01/2000
_   1    08 NEW BUDGET PROBLEM FUND     A     1/01/1990
_   1    09 NEW ELEMENT CHANGED         A     1/01/2003
_   1    10 NEW TEST FUND 10            A     1/01/2000
_   1    11 COUNTY BUILDING FUND        A     5/04/1988
_   1    12 PRAIRIE LAKES DETENTION CENTER A     5/04/1988
_   1    15 LIBRARY FUND                A     5/04/1988
_   1    18 EXTENSION - SMALL BUSINESS DEV A     5/04/1988
_   1    20 HOUSEHOLD HAZARDOUS WASTE GRAN A     5/04/1988

More...

F3=Exit F5=Refresh F6=Add F8=Multiple Add F21=Print

```

You will see the screen that will allow you to specify the elements you would like to print. You have the ability to print the elements based on a range (From and Thru) for each element position. If you would like all elements to print, leave the ranges blank. Once you have the report options set the way you want the report to print, press F11 to run the report.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFG12 1
11/06/2003 7:01:46          Print Elements File          QPADEV000L

Type information, press Enter.

Element Position 1 . . . . . > From  0000  Thru  0000
Element Position 2 . . . . . > From  0000  Thru  0000
Element Position 3 . . . . . > From  0000  Thru  0000

Type of Elements . . . . . 1  1=All
                             2=Active
                             3=Inactive

Effective Dates. . . . . From  _____ To  _____

Save Report Options. . . . . >  Y  Y=Yes,N=No

F3=Exit F4=Prompt F11=Run Report F17=Run Instructions

```

IFS 2004 Year-End Seminar Work with Elements File

11/06/2003
8:03:06

HHDINGMA

***** COUNTY AUDITOR IFS USER
INTEGRATED FINANCIAL SYSTEM
G/L ELEMENTS FILE

COUNTY 27

IFG13 PAGE 0

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

FUND	Range	From	1 Thru	99
DEPT	Range	From	Thru	
OBJECT	Range	From	Thru	

Type of Accounts 1 1 - All
2 - Active
3 - Inactive

Effective
Dates (MMDDYYYY) THRU
FROM

Save Report Options YES

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

Comment
Copies 1
Submit To Batch . . . YES
Print Quality *STD
Hold Spooled File . . YES
Form Type *STD
Character Per Inch. . 10
Lines Per Page. . . . 66
Overflow Line Number. 60
Lines Per Inch. . . . 6
Printer Name. PRT01
Save Spooled File . . NO

IFS 2004 Year-End Seminar Work with Elements File

11/06/2003 8:03:06		HHINGMA		***** COUNTY AUDITOR IFS USER ***** INTEGRATED FINANCIAL SYSTEM G/L ELEMENTS FILE		COUNTY 27		IFGI3	PAGE
ELEMENT NAME	ELEMENT POSITION NUMBER	ELEMENT DESCRIPTION	CASH CONTROL	FUND TYPE	STATUS	CFDA#	12.345	* INACTIVE	1
FUND 1		01 TEST REVENUE FUND ELEMENT							
		01 OLD REVENUE FUND	DEPT FUND	1 MAJOR					
		01 REVENUE FUND	FUND	1 MAJOR					
		01 REVENUE FUND	FUND	1 MAJOR					
		01 NEW REVENUE FUND DESC CHANGED	FUND	1 MAJOR					
		02 PAYROLL CLEARING FUND.	FUND	2 NON-MAJOR					
		02 PAYROLL CLEARING FUND	FUND	2 NON-MAJOR					
		03 ROAD AND BRIDGE FUND	FUND	1 MAJOR					
		03 ROAD AND BRIDGE FUND - NEW	FUND	1 MAJOR					
		04 TEST FUND ENTRY-	FUND	2 NON-MAJOR					
		05 WELFARE FUND	FUND	1 MAJOR					
		06 EXTENSION - PRINTED MATERIALS	FUND	5 SERVICE					
		07 PUBLIC DEFENDER FUND	FUND	2 NON-MAJOR					
		07 PUBLIC DEFENDER FUND - NEW	FUND	2 NON-MAJOR					
		08 NEW BUDGET PROBLEM FUND	FUND	2 NON-MAJOR					
		09 NEW ELEMENT CHANGED	DEPT	1 MAJOR					
		10 NEW TEST FUND 10	FUND	2 NON-MAJOR					
		11 COUNTY BUILDING FUND	FUND	3 MAJOR ENTERPRISE					
		12 PRAIRIE LAKES DETENTION CENTER FUND	FUND	3 MAJOR ENTERPRISE					
		15 LIBRARY FUND	FUND	2 NON-MAJOR					
		18 EXTENSION - SMALL BUSINESS DEVELOPMENT	FUND	3 MAJOR ENTERPRISE					
		20 HOUSEHOLD HAZARDOUS WASTE GRANT FUND	FUND	8 FIDUCIARY - AGENCY					
		22 ECONOMIC DEVELOPMENT REVOLVING LOAN FUND	FUND	7 FIDUCIARY - INVESTMENTS					
		23 RETIREMENT FUND	FUND	6 FIDUCIARY - PRIVATE					
		24 RETIREMENT FUND XXX COPY XXXX	FUND	6 FIDUCIARY - PRIVATE					
		25 REVENUE SHARING FUND	FUND	7 FIDUCIARY - INVESTMENTS					
		27 C.E.E. VI TASK FORCE	FUND	5 SERVICE					
		30 CAPITAL PROJECTS FUND	FUND	3 MAJOR ENTERPRISE					
		35 CAPITAL EQUIPMENT FUND	FUND	4 NON-MAJOR ENTERPRISE					
		37 BUILDING BONDS SINKING FUND	FUND	5 SERVICE					
		38 CAPITAL EQUIPMENT BOND SINKING FUND	FUND	5 SERVICE					
		40 DITCH FUND	FUND	8 FIDUCIARY - AGENCY					
		42 EAGLE LAKE SEWER FUND	FUND	2 NON-MAJOR					
		43 EAGLE LAKE SEWER BONDS FUND	FUND	5 SERVICE					
		45 GREEN LAKE SEWER FUND	FUND	2 NON-MAJOR					
		46 GREEN LAKE SEWER BONDS FUND	FUND	5 SERVICE					
		47 GREEN LAKE SEWER AND WATER FUND	FUND	2 NON-MAJOR					
		50 SHERIFF'S CONTINGENT FUND	FUND	2 NON-MAJOR					
		52 COMPUTER MAINTENANCE FUND	FUND	9 COMPONENT UNITS					
		53 COUNTY RECORDERS EQUIPMENT FUND	FUND	9 COMPONENT UNITS					
		55 TEST CHG ACCT NUMBER	FUND	2 NON-MAJOR					
		60 D.A.R.E. FUND	FUND	2 NON-MAJOR					
		62 TEST CHANGE ACCT NUMBERS	FUND	2 NON-MAJOR					
		65 SANITARY LANDFILL FUND	FUND	2 NON-MAJOR					
		67 SOLID WASTE PLANNING COMMISSION	FUND	2 NON-MAJOR					
		69 COLLABORATIVE FUND	FUND	4 COMPONENT UNITS					
		70 NORTH FORK CROW RIVER WATERSHED DISTRICT	FUND	9 COMPONENT UNITS					
		71 BUFFALO CREEK WATERSHED DISTRICT	FUND	2 NON-MAJOR					

IFS 2004 Year-End Seminar Work with Elements File

11/06/2003 8:03:06
 HHJINGMA
 ***** COUNTY AUDITOR IFS USER ***** COUNTY 27
 INTEGRATED FINANCIAL SYSTEM
 G/L ELEMENTS FILE
 IFG13 PAGE 2

ELEMENT NAME	ELEMENT POSITION	ELEMENT NUMBER	DESCRIPTION	CASH CONTROL	FUND TYPE	CFDA#	STATUS
		72	COUNTY CEMETERY FUND	FUND	8 FIDUCIARY - AGENCY		
		73	CURRENT SCHOOL FUND	FUND	2 NON-MAJOR		
		74	FORFEITED TAX SALE FUND	FUND	2 NON-MAJOR		
		75	1993 GAME & FISH FUND	FUND	8 FIDUCIARY - AGENCY		
		76	1993 GAME & FISH RESERVE FUND	FUND	8 FIDUCIARY - AGENCY		
		77	MAIL FUND	FUND	2 NON-MAJOR		
		78	MISSING HEIRS FUND	FUND	6 FIDUCIARY - PRIVATE		
		79	MORTGAGE REGISTRY FUND	FUND	6 FIDUCIARY - PRIVATE		
		80	GRAVEL TAX FUND	FUND	9 COMPONENT UNITS		
		81	PREPAID TAXES FUND	FUND	9 COMPONENT UNITS		
		82	PRIVATE REDEMPTION FUND	FUND	6 FIDUCIARY - PRIVATE		
		83	COUNTY-WIDE LEVY FUND	FUND	2 NON-MAJOR		
		84	COUNTY DEED TAX FUND	FUND	9 COMPONENT UNITS		
		85	SCHOOL DISTRICT FUND	FUND	2 NON-MAJOR		
		86	STATE AGENCY FUND	FUND	8 FIDUCIARY - AGENCY		
		87	TAXES AND PENALTY FUND	FUND	9 COMPONENT UNITS		
		88	TOWN AND CITY FUND	FUND	8 FIDUCIARY - AGENCY		
		89	WORKERS COMPENSATION TRUST FUND	FUND	6 FIDUCIARY - PRIVATE		
		90	1994 GAME & FISH FUND	FUND	2 NON-MAJOR		
		91	1994 GAME & FISH RESERVE FUND	FUND	5 SERVICE		
		92	LANDFILL LIABILITY TRUST FUND	FUND	7 FIDUCIARY - INVESTMENTS		
		93	LONG-TERM CARE TRUST FUND	FUND	5 SERVICE		
		94	SCORE FUND	FUND	6 FIDUCIARY - PRIVATE		
		95	ROAD AND BRIDGE FIXED ASSETS	FUND	2 NON-MAJOR		
		97	FIXED ASSETS	FUND	2 NON-MAJOR		
		99	LONG TERM DEBT	FUND	2 NON-MAJOR		
* FUND		1	74 ELEMENTS		1 INACTIVE		
DEPT	2		000 GENERAL LEDGER		0 INACTIVE		
* DEPT	2	1	1 ELEMENTS		0 INACTIVE		
*** FINAL TOTALS			75 ELEMENTS		1 INACTIVE		

IFS 2004 Year-End Seminar Work with Chart of Accounts File

Select menu option 1050 to work with the Work with Chart of Accounts File.

```

10/05/2001      Integrated Financial System      IFX00 1
10:02:34              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
Copyright (C) 1995, TriMin Systems, Inc.

```

Once into the Work with Chart of Accounts option you will see the accounts that you have created on the system. If you have not been into this menu option before or you have never created any accounts you will not see anything listed at this point.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFG02 1
11/06/2003    7:03:41      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █_____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#      Description      St  Start      End
- 01-000-1001      CASH            A   1/01/2001
- 01-000-1001      CASH - 2000     A   1/01/2000 12/31/2000
- 01-000-1001      CASH - 1987-199 A   9/30/1987 12/31/1999
- 01-000-1010      NEW ELEMENT CHG A   1/01/2002
- 01-000-1070      NEW ACCOUNT CHG A   1/01/2002
- 01-000-1095      CD INVESTMENT   A   1/01/1999
- 01-000-1160      ACCOUNTS RECEIV A   1/01/2002
- 01-000-1235      DUE FROM STATE  A   1/01/2001
- 01-000-2002      ACCOUNTS PAYABL A   5/04/1988
- 01-000-2003      TEST FOR ACCOUN A   6/01/2001
- 01-000-2003      TEST FOR ACCOUN A   1/01/2001

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File**Adding an Account**

Once in the Work with Chart of Accounts option, press the F6=Add key to add a new account to the system.

```

Mode:                ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003   7:03:41      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █ _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#          Description          St  Start      End
   - 01-000-1001      CASH                A   1/01/2001  12/31/2000
   - 01-000-1001      CASH - 2000         A   1/01/2000  12/31/2000
   - 01-000-1001      CASH - 1987-199    A   9/30/1987  12/31/1999
   - 01-000-1010      NEW ELEMENT CHG     A   1/01/2002
   - 01-000-1070      NEW ACCOUNT CHG     A   1/01/2002
   - 01-000-1095      CD INVESTMENT       A   1/01/1999
   - 01-000-1160      ACCOUNTS RECEIV    A   1/01/2002
   - 01-000-1235      DUE FROM STATE     A   1/01/2001
   - 01-000-2002      ACCOUNTS PAYABL    A   5/04/1988
   - 01-000-2003      TEST FOR ACCOUN    A   6/01/2001
   - 01-000-2003      TEST FOR ACCOUN    A   1/01/2001

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

After the information is entered for this account, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD            ***** COUNTY AUDITOR IFS USER ***** IFG02  2
11/06/2003   7:03:41      Work with Chart of Accounts File      QPADEV000L

Type information, press Enter.
Account Number . . . . . > 01-000-1005
Effective Start Date . . . . . 1/01/2003
Effective End Date . . . . .
Description . . . . . NEW ACCOUNT YEAR END TRAINING
Default CFDA Number . . . . . .000
Status . . . . . > A
User Defined Field 1 . . . . .
User Defined Field 2 . . . . .
Reporting Code 1 . . . . .
Reporting Code 2 . . . . .
Reporting Code 3 . . . . .
Net Assets Row . . . . . >
Activity Row . . . . . >
Activity Column . . . . . >
Government-wide Row . . . . . >
Fixed Assets Flag (Y/N/ ) . . . . . >
Last Update . . . . .
F3=Exit  F4=Prompt  F5=Refresh                F12=Previous

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File

You will see that the new account you added is now in the system.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003   7:07:52      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#           Description           St  Start      End
  - 01-000-1005        NEW ACCOUNT YEA   A   1/01/2003  Eff Date
  - 01-000-1010        NEW ELEMENT CHG   A   1/01/2002
  - 01-000-1070        NEW ACCOUNT CHG   A   1/01/2002
  - 01-000-1095        CD INVESTMENT     A   1/01/1999
  - 01-000-1160        ACCOUNTS RECEIV   A   1/01/2002
  - 01-000-1235        DUE FROM STATE    A   1/01/2001
  - 01-000-2002        ACCOUNTS PAYABL   A   5/04/1988
  - 01-000-2003        TEST FOR ACCOUN   A   6/01/2001
  - 01-000-2003        TEST FOR ACCOUN   A   1/01/2001
  - 01-000-2003        TEST ACCOUNT NU   A   1/01/1997
  - 01-000-2006        CONTRACTS PAYAB   A   1/01/1996

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

Changing an Account

Place a '2' next to the account that you would like to change and press enter.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003   7:07:52      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#           Description           St  Start      End
  2 01-000-1005        NEW ACCOUNT YEA   A   1/01/2003  Eff Date
  █ 01-000-1010        NEW ELEMENT CHG   A   1/01/2002
  - 01-000-1070        NEW ACCOUNT CHG   A   1/01/2002
  - 01-000-1095        CD INVESTMENT     A   1/01/1999
  - 01-000-1160        ACCOUNTS RECEIV   A   1/01/2002
  - 01-000-1235        DUE FROM STATE    A   1/01/2001
  - 01-000-2002        ACCOUNTS PAYABL   A   5/04/1988
  - 01-000-2003        TEST FOR ACCOUN   A   6/01/2001
  - 01-000-2003        TEST FOR ACCOUN   A   1/01/2001
  - 01-000-2003        TEST ACCOUNT NU   A   1/01/1997
  - 01-000-2006        CONTRACTS PAYAB   A   1/01/1996

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File

Change the information for the account, and press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG02  2
11/06/2003  7:07:52      Work with Chart of Accounts File      QPADEV000L

Type information, press Enter.
Account Number . . . . . > 01-000-1005
Effective Start Date . . . . . 1/01/2003
Effective End Date . . . . .
Description . . . . . NEW ACCT CHANGED
Default CFDA Number . . . . . 12.345
Status . . . . . > A
User Defined Field 1 . . . . .
User Defined Field 2 . . . . .
Reporting Code 1 . . . . .
Reporting Code 2 . . . . .
Reporting Code 3 . . . . .
Net Assets Row . . . . . >
Activity Row . . . . . >
Activity Column . . . . . >
Government-wide Row . . . . . >
Fixed Assets Flag (Y/N/ ) . . . . . >
Last Update . . . . . 11/06/2003  7:07:52  LLHUBERT
F3=Exit  F4=Prompt  F5=Refresh  F10=Toggle Mode  F12=Previous

```

You will see the information has been changed for that account.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003  7:11:04      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#          Description          St  Start      End
   01-000-1005        NEW ACCT CHANGE    A   1/01/2003  Eff Date
   01-000-1010        NEW ELEMENT CHG    A   1/01/2002
   01-000-1070        NEW ACCOUNT CHG    A   1/01/2002
   01-000-1095        CD INVESTMENT      A   1/01/1999
   01-000-1160        ACCOUNTS RECEIV    A   1/01/2002
   01-000-1235        DUE FROM STATE     A   1/01/2001
   01-000-2002        ACCOUNTS PAYABL    A   5/04/1988
   01-000-2003        TEST FOR ACCOUN    A   6/01/2001
   01-000-2003        TEST FOR ACCOUN    A   1/01/2001
   01-000-2003        TEST ACCOUNT NU    A   1/01/1997
   01-000-2006        CONTRACTS PAYAB    A   1/01/1996

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File

Copying an Account

Place a '3' next to the account that you would like to copy and press enter.

```

Mode: UPDATE      ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003   7:11:04      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#          Description      St  Start      End
  3 01-000-1005        NEW ACCT CHANGE  A   1/01/2003  Eff Date
  █ 01-000-1010        NEW ELEMENT CHG  A   1/01/2002
  - 01-000-1070        NEW ACCOUNT CHG  A   1/01/2002
  - 01-000-1095        CD INVESTMENT    A   1/01/1999
  - 01-000-1160        ACCOUNTS RECEIV A   1/01/2002
  - 01-000-1235        DUE FROM STATE  A   1/01/2001
  - 01-000-2002        ACCOUNTS PAYABL  A   5/04/1988
  - 01-000-2003        TEST FOR ACCOUN A   6/01/2001
  - 01-000-2003        TEST FOR ACCOUN A   1/01/2001
  - 01-000-2003        TEST ACCOUNT NU  A   1/01/1997
  - 01-000-2006        CONTRACTS PAYAB A   1/01/1996

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print
    
```

Change the information that needs to be changed for the newly copied account, and press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG02  2
11/06/2003   7:14:43      Work with Chart of Accounts File      QPADEV000L

Type information, press Enter.
Account Number. . . . . > 01-000-1100
Effective Start Date. . . . . 1/01/2003
Effective End Date. . . . .
Description . . . . . NEW ACCT COPY █
Default CFDA Number . . . . . 12.345
Status. . . . . > A
User Defined Field 1. . . . .
User Defined Field 2. . . . .
Reporting Code 1. . . . .
Reporting Code 2. . . . .
Reporting Code 3. . . . .
Net Assets Row. . . . . >
Activity Row. . . . . >
Activity Column . . . . . >
Government-wide Row . . . . . >
Fixed Assets Flag (Y/N/ ) . . . . . >
Last Update . . . . . 11/06/2003   7:11:04 LLHUBERT
F3=Exit  F4=Prompt  F5=Refresh      F12=Previous
    
```

IFS 2004 Year-End Seminar Work with Chart of Accounts File

You will see the copied account has been added to the system.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG02 1
11/06/2003   7:17:02      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#           Description           St  Start      End
-  01-000-1001         CASH                A   1/01/2001   Eff Date
-  01-000-1001         CASH - 2000         A   1/01/2000  12/31/2000
-  01-000-1001         CASH - 1987-199    A   9/30/1987  12/31/1999
-  01-000-1005         NEW ACCT CHANGE     A   1/01/2003
-  01-000-1010         NEW ELEMENT CHG     A   1/01/2002
-  01-000-1070         NEW ACCOUNT CHG     A   1/01/2002
-  01-000-1095         CD INVESTMENT       A   1/01/1999
-  01-000-1100         NEW ACCT COPY       A   1/01/2003
-  01-000-1160         ACCOUNTS RECEIV     A   1/01/2002
-  01-000-1235         DUE FROM STATE     A   1/01/2001
-  01-000-2002         ACCOUNTS PAYABL     A   5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

Deleting an Account

Place a '4' next to the account that you would like to delete and press enter.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFG02 1
11/06/2003   7:17:02      Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#           Description           St  Start      End
-  01-000-1001         CASH                A   1/01/2001   Eff Date
-  01-000-1001         CASH - 2000         A   1/01/2000  12/31/2000
-  01-000-1001         CASH - 1987-199    A   9/30/1987  12/31/1999
-  01-000-1005         NEW ACCT CHANGE     A   1/01/2003
-  01-000-1010         NEW ELEMENT CHG     A   1/01/2002
-  01-000-1070         NEW ACCOUNT CHG     A   1/01/2002
-  01-000-1095         CD INVESTMENT       A   1/01/1999
  4  01-000-1100         NEW ACCT COPY       A   1/01/2003
  █  01-000-1160         ACCOUNTS RECEIV     A   1/01/2002
-  01-000-1235         DUE FROM STATE     A   1/01/2001
-  01-000-2002         ACCOUNTS PAYABL     A   5/04/1988

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File

You will see a confirmation screen for deleting the account. Press enter to go ahead with deleting the account, or press F3 or F12 to cancel the deletion.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003  7:17:02          Work with Chart of Accounts File      QPADEV000L

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices

Opt Account#          Description          St  Start      End
01-000-1100          NEW ACCT COPY      A   1/01/2003  Eff Date

F3=Exit              F12=Cancel

```

By pressing enter you can see the account has been deleted.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003  7:17:02          Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#          Description          St  Start      End
- 01-000-1001          CASH                A   1/01/2001  Eff Date
- 01-000-1001          CASH - 2000         A   1/01/2000  12/31/2000
- 01-000-1001          CASH - 1987-199    A   9/30/1987  12/31/1999
- 01-000-1005          NEW ACCT CHANGE     A   1/01/2003
- 01-000-1010          NEW ELEMENT CHG     A   1/01/2002
- 01-000-1070          NEW ACCOUNT CHG     A   1/01/2002
- 01-000-1095          CD INVESTMENT       A   1/01/1999
- 01-000-1160          ACCOUNTS RECEIV     A   1/01/2002
- 01-000-1235          DUE FROM STATE     A   1/01/2001
- 01-000-2002          ACCOUNTS PAYABL     A   5/04/1988
- 01-000-2003          TEST FOR ACCOUN     A   6/01/2001

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File**Adding Multiple Accounts – F8 key.**

Once in the Work with Chart of Accounts option, press the F8=Multiple Add key to add new accounts to the system.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG02 1
11/06/2003  7:17:02          Work with Chart of Accounts File          QPADEV000L

Position to Account Number . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#          Description          St  Start      End
  _ 01-000-1001        CASH                A   1/01/2001   Eff Date
  _ 01-000-1001        CASH - 2000         A   1/01/2000  12/31/2000
  _ 01-000-1001        CASH - 1987-199    A   9/30/1987  12/31/1999
  _ 01-000-1005        NEW ACCT CHANGE     A   1/01/2003
  _ 01-000-1010        NEW ELEMENT CHG     A   1/01/2002
  _ 01-000-1070        NEW ACCOUNT CHG     A   1/01/2002
  _ 01-000-1095        CD INVESTMENT       A   1/01/1999
  _ 01-000-1160        ACCOUNTS RECEIV    A   1/01/2002
  _ 01-000-1235        DUE FROM STATE     A   1/01/2001
  _ 01-000-2002        ACCOUNTS PAYABL    A   5/04/1988
  _ 01-000-2003        TEST FOR ACCOUN    A   6/01/2001

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

You will see the screen to enter information for the new account. Once you enter the information press enter, that account has been added. You will continue to get the add screen to add more accounts to the system. Once you have added all of the accounts you need to add, press F3 or F12 to return to the main Work with Chart of Accounts screen.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG02 2
11/06/2003  7:17:02          Work with Chart of Accounts File          QPADEV000L

Type information, press Enter.
Account Number . . . . . > █
Effective Start Date . . . . . 1/01/2003
Effective End Date . . . . .
Description . . . . .
Default CFDA Number . . . . . .000
Status . . . . . > A
User Defined Field 1 . . . . .
User Defined Field 2 . . . . .
Reporting Code 1 . . . . .
Reporting Code 2 . . . . .
Reporting Code 3 . . . . .
Net Assets Row . . . . . >
Activity Row . . . . . >
Activity Column . . . . . >
Government-wide Row . . . . . >
Fixed Assets Flag (Y/N/ ) . . . . . >
Last Update . . . . .

F3=Exit  F4=Prompt  F5=Refresh          F12=Previous

```

IFS 2004 Year-End Seminar Work with Chart of Accounts File**Printing the Chart of Accounts – F21 key.**

Once in the Work with Chart of Accounts option, press the F21=Print key to print a list of accounts that are in the system.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFG02  1
11/06/2003  7:17:02          Work with Chart of Accounts File      QPADEV000L

Position to Account Number . . . █ _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display

Opt Account#      Description      St  Start      End
  _ 01-000-1001    CASH                A   1/01/2001  12/31/2000
  _ 01-000-1001    CASH - 2000         A   1/01/2000  12/31/2000
  _ 01-000-1001    CASH - 1987-199    A   9/30/1987  12/31/1999
  _ 01-000-1005    NEW ACCT CHANGE     A   1/01/2003
  _ 01-000-1010    NEW ELEMENT CHG     A   1/01/2002
  _ 01-000-1070    NEW ACCOUNT CHG     A   1/01/2002
  _ 01-000-1095    CD INVESTMENT        A   1/01/1999
  _ 01-000-1160    ACCOUNTS RECEIV     A   1/01/2002
  _ 01-000-1235    DUE FROM STATE      A   1/01/2001
  _ 01-000-2002    ACCOUNTS PAYABL     A   5/04/1988
  _ 01-000-2003    TEST FOR ACCOUN     A   6/01/2001

More...

F3=Exit  F5=Refresh  F6=Add  F8=Multiple Add  F21=Print

```

You will see a screen, which will allow you to enter the appropriate report options. Once you have the report options set the way you want the report to print, press F11 to run the report.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFG14  1
11/06/2003  7:22:55          Print Chart of Accounts File      QPADEV000L

Type information, press Enter.

Type of Accounts . . . . . █  1=All
                               2=Active
                               3=Inactive

Effective Dates. . . . . From _____ To _____

Page Break . . . . . 1  1=None
                               2=By Fund
                               3=By Department

Save Report Options. . . . . > N  Y=Yes,N=No

F3=Exit  F4=Prompt  F11=Run Report  F16=Spec Elem  F17=Run Instructions

```


IFS 2004 Year-End Seminar Work with Chart of Accounts File

10/25/2002	11:04:49	LIHUBERT	COUNTY AUDITOR IFS USER	COUNTY 34	IRG15	PAGE 1
			INTEGRATED FINANCIAL SYSTEM			
			G/L CHART OF ACCOUNTS FILE			
ACCOUNT NUMBER	DESCRIPTION	TYPE	STAT	CFDA#	BUDGET AMOUNT	
* 01 FUND	000 DEPT					
	GENERAL LEDGER					
* NEW REVENUE FUND DESC CHANGED						
01-000-1001	CASH - 1987-1999	1		54.321		
01-000-1001	CASH - 2000	1				
01-000-1001	CASH	1		12.345		
01-000-1070	NEW ACCOUNT CHGD	1				
01-000-1095	CD INVESTMENT	1				
01-000-1235	DUE FROM STATE DEPARTMENT OF REVENUE	1				
01-000-2002	ACCOUNTS PAYABLE	2				
01-000-2003	TEST ACCOUNT NUMBER FOR ACC. ACTIVITY	2				2,500
01-000-2003	TEST FOR ACCOUNT ACTIVITY	2				
01-000-2003	TEST FOR ACCOUNT ACTIVITY	2				
01-000-2006	CONTRACTS PAYABLE--TEST	2				
01-000-2540	FUND BALANCE	2				
01-000-2540	FUND BALANCE	2				
* 01 FUND	004 DEPT					
	NEW DEPARTMENT					
* NEW REVENUE FUND DESC CHANGED						
01-004-1090	INVESTMENTS	1				
01-004-1200	DUE FROM OTHER GOVERNMENTAL UNITS	1				
01-004-1235	DUE FROM STATE DEPARTMENT OF REVENUE	1				
01-004-1250	HERB'S ACCOUNT	1				
* 01 FUND	005 DEPT					
	BOARD OF COUNTY COMMISSIONERS					
* NEW REVENUE FUND DESC CHANGED						
01-005-1235	DUE FROM STATE DEPARTMENT OF REVENUE	1				
01-005-1430	TEST ELEMENT	1				
01-005-5021	NET WELL FUND - 1999	5				12,550-
01-005-5899	REFUNDS AND REIMBURSEMENTS FIRST DEFINIT	5				150-
01-005-5899	REFUNDS AND REIMBURSEMENTS 2ND DEFINITIN	5				150-
01-005-6149	PER DIEM	6				
01-005-6150	TEST REVENUE FUND ELEMENT	6				1,400
01-005-6190	COUNTY SHARE - FICA & PERA (OLD)	6				
01-005-6190	COUNTY SHARE - FICA & PERA (NEW)	6				
01-005-6191	COUNTY SHARE - BC & BS INS	6				
01-005-6192	COUNTY SHARE - DISABILITY INS	6				1,111
01-005-6193	COUNTY SHARE - LIFE INS	6				
01-005-6194	COUNTY SHARE - DENTAL INS	6				
01-005-6197	WORKERS COMPENSATION	6				
01-005-6203	COMMUNICATIONS	6				
01-005-6241	PRINTING AND PUBLISHING	6				300
01-005-6245	DUES AND REGISTRATION FEES	6				300
01-005-6245	DUES AND REGISTRATION FEES	6				300
01-005-6265	PROFESSIONAL SERVICES	6				300
01-005-6335	EMPLOYER TRAVEL ALLOWANCE	6				400
01-005-6396	SALES TAX	6				5,000
01-005-6399	MISCELLANEOUS CHARGES	6				
01-005-6402	OFFICE SUPPLIES	6				
01-005-6455	MOTOR FUELS AND LUBE.	6				
* 01 FUND	011 DEPT					
	COURT SYSTEM					
* NEW REVENUE FUND DESC CHANGED						
01-011-5101	TAXABLE SERVICES	5				
01-011-5102	RECORDING FEES	5				

IFS 2004 Year-End Seminar Work with Chart of Accounts File

10/25/2002	LIHBERG	***** COUNTY AUDITOR IFS USER *****	COUNTY 34	IRG15	PAGE 2
11:04:49		INTEGRATED FINANCIAL SYSTEM			
		G/L CHART OF ACCOUNTS FILE			
ACCOUNT NUMBER	DESCRIPTION	TYPE	STAFF	CFDA#	BUDGET AMOUNT
01-011-5310	STATUTORY FINES	5			
01-011-5322	RESTITUTIONS (FINES & COST)	5			
01-011-5335	HIGHWAY PATROL FINES	5			
01-011-5350	BOAT AND WATER FINES	5			
01-011-5360	GAME AND FISH FINES	5			
01-011-5370	LOCAL SHARE	5			
01-011-5899	REFUNDS AND REIMBURSEMENTS	5			2,500-
01-011-6105	SALARIES AND WAGES - PERMANENT	6			150
01-011-6107	TEST CHG ACCT NUMB	6			300
01-011-6111	TEST CHG ACCT NUMBER	6			100
01-011-6115	SALARIES AND WAGES - OVERTIME	6			
01-011-6135	UNUSED VACATION TIME	6			
01-011-6137	ACCUMULATED SICK LEAVE	6			
01-011-6130	COUNTY SHARE - FICA & PERA	6			
01-011-6191	COUNTY SHARE - BC & BS INS	6			
01-011-6192	COUNTY SHARE - DISABILITY INS	6			
01-011-6193	COUNTY SHARE - LIFE INS	6			
01-011-6194	COUNTY SHARE - DENTAL INS	6			
01-011-6197	WORKERS COMPENSATION	6			
01-011-6203	COMMUNICATIONS	6			
01-011-6205	POSTAGE AND POSTAL BOX RENTAL	6			
01-011-6235	SUBSCRIPTIONS AND SUPPLEMENTS	6			
01-011-6241	PRINTING AND PUBLISHING	6			
01-011-6265	PROFESSIONAL SERVICES	6			
01-011-6275	PERIT JURORS	6			
01-011-6280	WITNESS FEES	6			
01-011-6287	COURT REPORTER - COUNTY EXPENSE	6			
01-011-6289	DISTRICT COURT ADMINISTRATION	6			
01-011-6325	REPAIR AND MAINTENANCE SERVICES	6			
01-011-6335	EMPLOYER TRAVEL ALLOWANCE	6			
01-011-6399	MISCELLANEOUS CHARGES	6			
01-011-6402	OFFICE SUPPLIES	6			
01-011-6403	PRINTED PAPER SUPPLIES	6			
01 FUND	012 DEPT				
NEW REVENUE FUND	PUBLIC DEFENDER - 1990/1991				
01-012-5360	GAME AND FISH FINES	5			
01-012-6105	TEST BUDGET WORK ACCOUNT NUMBER	6			
01-012-6115	SALARIES AND WAGES - OVERTIME	6			
01-012-6267	PUBLIC DEFENDER - DISTRICT	6			
01 FUND	020 DEPT				
NEW REVENUE FUND	LAW LIBRARY				
01-020-5210	CLERK OF COURT FEES	5			
01-020-6110	SALARIES AND WAGES - PART TIME	6			
01-020-6135	UNUSED VACATION TIME	6			
01-020-6149	PER DIEM	6			
01-020-6396	SALES TAX	6			
01-020-6399	MISCELLANEOUS CHARGES	6			
01-020-6402	OFFICE SUPPLIES	6			
01 FUND	031 DEPT				
NEW REVENUE FUND	COUNTY COORDINATOR				
01-031-5563	TRANSFERS	5			

IFS 2004 Year-End Seminar Work with Vendor File

Select menu option 5010 to work with the Vendor File.

```

11/06/2003      Integrated Financial System      IFX00 1
07:25:57                Main Menu                LLHUBERT

█_____ :Select                               Position to: _____

Option  Activity      Function
 5010  R/D Maint      Work with Vendor File
 5020  R/D Maint      Print Added Vendors List
 5030  R/D Maint      Work with Vendor Access Security
 5050  R/D Maint      Work with Vendor Security
 5070  R/D Maint      Work with Warrant Forms File
 5090  R/D Maint      Work with Cost Eff Obligation File
 5110  R/D Maint      Load Sales/Use Tax D/E File

 6010  R/D Report    Receipts Journal
 6030  R/D Report    Receipts Ledger
 6050  R/D Report    Disbursement Journal
 6070  R/D Report    Disbursement Ledger

More...

F3=Exit  F5=Refresh  F12=Cancel

```

You can access the Vendor file either by name or number.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFD18  1
11/06/2003  7:30:18                Work with Vendor Files                QPADEV000L

Work with Vendor file by . . > 1  1 = Vendor Name order
                                      2 = Vendor Number order

F3=Exit  F4=Prompt

```


IFS 2004 Year-End Seminar Work with Vendor File

After the information is entered for this vendor, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFD10  2
11/06/2003   7:31:29      Work with Vendor Files By Name      QPADEV000L

Vendor No.    _____ 2225      Vendor Name TRAINING VENDOR _____
              Vendor Name2/Address THIS IS THE STREET _____
              Vendor Address2 _____

City/State . . CITY MN _____ Zip Code . . 55555 - 0000
E-Mail Address _____
Telephone. . . . . _____
Fax. . . . . _____
Name For 1099. . . . . > _      (Blank=Vendor Name, 2=Second Name)
1099 Code. . . . . > N      (Y/N)
Individual/Organization Code > I      (I/O)
SSN/Fed ID . . . . . _____

Vendor Category 1. > ___      Vendor Category 2. > ___      Vendor Category 3. > ___
Vendor Category 4. > ___      Vendor Category 5. > ___      Vendor Category 6. > ___
Vendor Category 7. > ___      Vendor Category 8. > ___      Vendor Category 9. > ___
Vendor Category 10 > ___

Record Status. . . . . > C      (Blank=Actv, C=Actv CSIS, I=Inact, D=Del)
Last Update BY . . . . .
F3=Exit F4=Prompt F5=Refresh F12=Previous F13=Financial F14=Soc Svcs
F15=Case

```

You will see that the new vendor is added to the system.

```

Mode: SELECT ***** COUNTY AUDITOR IFS USER ***** IFD10  1
11/06/2003   7:31:29      Work with Vendor Files By Name      QPADEV000L

Vendor Name to position to . . . . . █

Type options, press Enter.
  2=Change  5=Display

Opt Vendor Name                               Vendor   Vendor   Record
      Vendor Name                               Number   Phone Number Status
- TRAINING VENDOR                               2225
- ████████████████████████████████████████ 7422
- ████████████████████████████████████████ 475
- ████████████████████████████████████████ 1523
- ████████████████████████████████████████ 456
- ████████████████████████████████████████ 959
- ████████████████████████████████████████ 1923
- ████████████████████████████████████████ 8187
- ████████████████████████████████████████ 1837
- ████████████████████████████████████████ 530

F3=Exit F5=Refresh F6=Add F12=Previous F21=Print File      More...
F22=Print Labels F23=Print Unused Vendors

```

IFS 2004 Year-End Seminar Work with Vendor File**Printing the Vendor File – F21 Key**

When in the Work with Vendor option, press the F21=Print key to print a list of vendors that are in the system.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFD10  1
11/06/2003  7:31:29      Work with Vendor Files By Name      QPADEV000L

Vendor Name to position to . . . . . █

Type options, press Enter.
  2=Change  5=Display

Opt Vendor Name                               Vendor   Vendor   Record
  -  TRAINING VENDOR                           Number   Phone Number   Status
  -  ████████████████████████████████████████  2225                                     C
  -  ████████████████████████████████████████  7422
  -  ████████████████████████████████████████  475
  -  ████████████████████████████████████████  1523
  -  ████████████████████████████████████████  456
  -  ████████████████████████████████████████  959
  -  ████████████████████████████████████████  1923
  -  ████████████████████████████████████████  8187
  -  ████████████████████████████████████████  1837
  -  ████████████████████████████████████████  530

F3=Exit  F5=Refresh  F6=Add  F12=Previous  F21=Print File      More...
F22=Print Labels  F23=Print Unused Vendors

```

You will see the screen that will allow you to specify how you would like the vendor file printed. Once you have the report options set the way you want the report to print, press F11 to run the report.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFD11  1
11/06/2003  7:51:36      List Vendor File      QPADEV000L

List Vendor File by . . . . .> 1 1 - Vendor Number
                                     2 - Vendor Name
                                     3 - Vendor SSN/Fed ID.

Vendors to list . . . . .> 1 1 - All Vendors
                                     2 - Active Vendors only
                                     3 - Inactive/Deleted Vendors only

F3=Exit  F4=Prompt  F11=Run Report  F12=Previous  F17=Run Inst.

```


IFS 2004 Year-End Seminar Work with Vouchers/Warrants

Menu option 7010 Work with Auditor Vouchers. Menu option 7110 Work with Commissioner Vouchers.

```

10/25/2002   Integrated Financial System   IFX00 1
12:09:22           Main Menu           LLHUBERT

█ :Select           Position to: _____

Option  Activity   Function
 7010  Aud Vouch   Work with Auditor Vouchers
 7030  Aud Vouch   Work with Auditor A/P Vouchers
 7050  Aud Vouch   Work with Auditor Warrants

 7109  CCMA      Upload CCMA to IFS

 7110  Comm Vouch  Work with Commissioner Vouchers
 7130  Comm Vouch  Work with Commissioner A/P Vouchers
 7150  Comm Vouch  Work with Commissioner Warrants

 7160  CCMA      Download Payment Info to CCMA
 7161  CCMA      Download Vendor Info to CCMA

More...

F3=Exit  F5=Refresh  F12=Cancel

```

Once into the Work with Vouchers, (either Auditor or Commissioner), you will see the voucher batches that you have created on the system. You will see the batches that have a status of either suspended or errors.

```

Mode: SELECT ***** COUNTY AUDITOR IFS USER ***** IFDDE 1
11/06/2003 8:29:34           Work with Auditor Vouchers           QPADEV000L

Processing Date Created . . . . . █

Type options, press Enter.
 2=Change 3=Copy 4=Delete 5=Display 6=D/E List 9=Transfer
 A=Audit List P=Process (Add to A/P) T=Totals V=Print Vouchers

Opt Description                               Created   Owner     Status
- YEAR END TRAINING 2003 - WARRANTS          10/22/2003 LLHUBERT  SUSPENDED
- YEAR END TRAINING 2002                      10/25/2002 LLHUBERT  SUSPENDED
- WARRANT BATCH-COPIED                        6/28/2000 LLHUBERT  SUSPENDED
- TEST VOUCHERS                              9/22/1999 LLHUBERT  SUSPENDED
- D/E OF SALES/USE TAX 03/25/1999 11:04:1    3/25/1999 LLHUBERT  SUSPENDED
- D/E OF SALES/USE TAX 03/25/1999 11:03:0    3/25/1999 LLHUBERT  SUSPENDED
- TEST VOUCH BATCH CMHS                      3/01/1999 LLHUBERT  SUSPENDED

Bottom

F3=Exit  F5=Refresh  F6=Add  F17=Subset

```

IFS 2004 Year-End Seminar Work with Vouchers/Warrants**Adding (creating) a Voucher Batch**

Once in the Work with Vouchers, press the F6=Add key to create a new batch of vouchers to the system.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFDDE  1
11/06/2003  8:29:34          Work with Auditor Vouchers          QPADEV000L

Processing Date Created . . . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  9=Transfer
  A=Audit List  P=Process (Add to A/P)  T=Totals  V=Print Vouchers

Opt Description                               Created  Owner      Status
-  YEAR END TRAINING 2003 - WARRANTS         10/22/2003 LLHUBERT  SUSPENDED
-  YEAR END TRAINING 2002                     10/25/2002 LLHUBERT  SUSPENDED
-  WARRANT BATCH-COPIED                       6/28/2000 LLHUBERT  SUSPENDED
-  TEST VOUCHERS                              9/22/1999 LLHUBERT  SUSPENDED
-  D/E OF SALES/USE TAX 03/25/1999 11:04:1    3/25/1999 LLHUBERT  SUSPENDED
-  D/E OF SALES/USE TAX 03/25/1999 11:03:0    3/25/1999 LLHUBERT  SUSPENDED
-  TEST VOUCH BATCH CMHS                     3/01/1999 LLHUBERT  SUSPENDED

                                                                 Bottom

F3=Exit  F5=Refresh  F6=Add  F17=Subset

```

After the information is entered for the new batch, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFDDE  2
11/06/2003  8:29:34          Work with Auditor Vouchers          QPADEV000L

Type information, press Enter.
Description . . . . . YEAR END TRAINING 2003-X█

Defaults for New Transactions
Instant Pay Code . . . . . N
A/P Date . . . . . 0/00/00

Allow Delete Option (Y/N). . . . . N

F3=Exit  F4=Prompt  F5=Refresh  F12=Previous
All changes have been processed - Press Enter to continue.

```


IFS 2004 Year-End Seminar Work with Vouchers/Warrants

Menu option 7050 Work with Auditor Warrants. Menu option 7150 Work with Commissioner Warrants.

```

10/25/2002   Integrated Financial System   IFX00 1
12:09:22           Main Menu           LLHUBERT

█          :Select                      Position to: _____

Option  Activity   Function
 7010  Aud Vouch   Work with Auditor Vouchers
 7030  Aud Vouch   Work with Auditor A/P Vouchers
 7050  Aud Vouch   Work with Auditor Warrants

 7109  CCMA       Upload CCMA to IFS

 7110  Comm Vouch  Work with Commissioner Vouchers
 7130  Comm Vouch  Work with Commissioner A/P Vouchers
 7150  Comm Vouch  Work with Commissioner Warrants

 7160  CCMA       Download Payment Info to CCMA
 7161  CCMA       Download Vendor Info to CCMA

More...

F3=Exit   F5=Refresh   F12=Cancel

```

Once into the Work with Warrants, (either Auditor or Commissioner), you will see the warrant batches that you have created on the system. You will see the batches that have a status of either suspended or errors.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFDWE 1
11/06/2003   8:47:49   Work with Auditor Warrants   QPADEV000L

Date Created to Position to. . . . . █

Type options, press Enter.
2=Change 3=Copy 4=Delete 5=Display 8=Reverse 9=Transfer
A=Register & Warr B=Warr for Publication P=Process (Add to Detail) T=Totals
V=Print Vouchers

Opt Description                      Created  Owner      Status  Warr
- NEW CHECK GROUP                    8/21/01 LLHUBERT   SUSPENDED Y
- CVBGF                              6/28/00 LLHUBERT   SUSPENDED N

Bottom

F3=Exit F5=Refresh F6=Add F12=Previous F17=Subset

```

IFS 2004 Year-End Seminar Work with Vouchers/Warrants**Adding (creating) a Warrant Batch**

Once in the Work with Warrants, press the F6=Add key to create a new batch of warrants on the system.

```

Mode:          ***** COUNTY AUDITOR IFS USER ***** IFDWE  1
11/06/2003    8:47:49      Work with Auditor Warrants      QPADEV000L

Date Created to Position to. . . . . █

Type options, press Enter.
 2=Change 3=Copy 4=Delete 5=Display 8=Reverse 9=Transfer
A=Register & Warr B=Warr for Publication P=Process (Add to Detail) T=Totals
V=Print Vouchers

Opt Description                               Created  Owner      Status  Warr
- NEW CHECK GROUP                            8/21/01  LLHUBERT   SUSPENDED Y
- CVBGF                                       6/28/00  LLHUBERT   SUSPENDED N

                                                                 Bottom
F3=Exit  F5=Refresh  F6=Add  F12=Previous  F17=Subset

```

After the information is entered for the new batch, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFDWE  2
11/06/2003    8:47:49      Work with Auditor Warrants      QPADEV000L

Type information, press Enter.
Description . . . . . YEAR END TRAINING 2003-X █

Transactions to select . . . . . 1      1=All Transactions
                                         2=Only Instant Pay and
                                         Trans Marked for Payment
                                         3=Individual Transactions
                                         4=Selected Voucher Batches

F3=Exit  F12=Previous

```

IFS 2004 Year-End Seminar Work with Vouchers/Warrants

You will see the screen which allows you to select the warrants for this group. Once you have made your selections press F12 to return to the opening warrant screen.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFDWF 1
11/06/2003   8:58:01      Work with Auditor A/P Vouchers      QPADEV000L

Position to A/P Date . . . . . █_____ Vendor Number . . . _____

Type options, press Enter.
  2=Change  4=Delete  5=Display  M=Mark for Pmt  U=Unmark for Pmt

Opt  A/P Date   Vendor No.  Vendor Name      Amount  Description      Status
  -  11/13/02    558  A M E M          200.00  TEST              P
  -  11/13/02    660  A L A OF MINNESOTA 150.00  TEST              P
  -  01-005-6399
  -  01-005-6241

F3=Exit  F12=Previous  F17=Subset  F18=Audit List      Bottom
F21=Select All for Pmt
Member J103110601 added to file IFMJED in IFXG35.      +

```

You will see the warrant batch has been created. You can now work with the group as needed.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFDWE 1
11/06/2003   8:59:19      Work with Auditor Warrants      QPADEV000L

Date Created to Position to. . . . . █_____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  8=Reverse  9=Transfer
  A=Register & Warr  B=Warr for Publication  P=Process (Add to Detail)  T=Totals
  V=Print Vouchers

Opt  Description      Created  Owner      Status  Warr
  -  YEAR END TRAINING 2003-X  11/06/03  LLHUBERT  SUSPENDED  N
  -  NEW CHECK GROUP      8/21/01  LLHUBERT  SUSPENDED  Y
  -  CVBGF                6/28/00  LLHUBERT  SUSPENDED  N

F3=Exit  F5=Refresh  F6=Add  F12=Previous  F17=Subset      Bottom

```

IFS 2004 Year-End Seminar Work with Manual Warr/Voids/Correct

Menu option 7210 Work with Manual Warrants/Voids/Corrections.

```

10/31/2001    Integrated Financial System    IFX00 1
10:36:14          Main Menu                LLHUBERT

█_____ :Select                      Position to: _____

Option  Activity  Function
 7210  MVC Vouch   Work with Manual Warr/Voids/Correct

 7430  Basic 1099  Paid Invoice Report by Vendor
 7440  Basic 1099  Print 1099-S Legal Descriptions
 7450  Basic 1099  Work with Disbursement Detail
 7470  Basic 1099  Build Basic 1099-MISC Process File
 7490  Basic 1099  Build Basic 1099-S Processing File
 7510  Basic 1099  Print Basic 1099 Information
 7530  Basic 1099  Create 1099 Magnetic Media for IRS
 7540  Basic 1099  Create 1099-S Mag. Media for IRS
 7550  Basic 1099  Clear Basic 1099 Processing Files

More...

F3=Exit  F5=Refresh  F12=Cancel

```

Once into the Work with Manual Warr/Voids/Corrections, you will see the batches that you have created on the system. You will see the batches that have a status of either suspended or errors.

```

Mode: SELECT    ***** COUNTY AUDITOR IFS USER ***** IFDDE 1
11/06/2003    9:01:01    Work w/ Manual War-Voids-Corrections    QPADEV000L

Processing Date Created . . . . . █_____

Type options, press Enter.
 2=Change 3=Copy 4=Delete 5=Display 6=D/E List 8=Reverse 9=Transfer
A=Register B=Warr for Publication P=Process (Add to Detail) T=Totals

Opt Description                      Created  Owner      Status
-  YEAR END TRAINING 2002 M/V/C        10/25/2002 LLHUBERT  SUSPENDED
-  NEW M/V/C BATCH - CODE CHANGED? -D  12/14/2001 LLHUBERT  SUSPENDED
-  CORRECTION FOR JUNE 11              7/09/2001 LLHUBERT  SUSPENDED
-  REVERSE WARRANT                    8/21/2000 LLHUBERT  ERRORS
-  TEST TOTALS                        12/29/1999 LLHUBERT  SUSPENDED

Bottom

F3=Exit F5=Refresh F6=Add F17=Subset
Member V100071203 removed from file ILVCHD01 in IFXG35.

```

IFS 2004 Year-End Seminar Work with Manual Warr/Voids/Correct**Adding (creating) a M/V/C batch**

Once in the Work with Manual Warrants/Voids/Corrections, press the F6=Add key to create a new batch on the system.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFDDE  1
11/06/2003  9:01:01      Work w/ Manual War-Voids-Corrections      QPADEV000L

Processing Date Created . . . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Register  B=Warr for Publication  P=Process (Add to Detail)  T=Totals

Opt Description                               Created   Owner      Status
-  YEAR END TRAINING 2002 M/V/C              10/25/2002 LLHUBERT  SUSPENDED
-  NEW M/V/C BATCH - CODE CHANGED? -D       12/14/2001 LLHUBERT  SUSPENDED
-  CORRECTION FOR JUNE 11                    7/09/2001 LLHUBERT  SUSPENDED
-  REVERSE WARRANT                          8/21/2000 LLHUBERT  ERRORS
-  TEST TOTALS                               12/29/1999 LLHUBERT  SUSPENDED

                                                                 Bottom
F3=Exit  F5=Refresh  F6=Add  F17=Subset
Member V100071203 removed from file ILVCHD01 in IFXG35.

```

After the information is entered for the new batch, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFDDE  2
11/06/2003  9:01:01      Work w/ Manual War-Voids-Corrections      QPADEV000L

Type information, press Enter.
Description . . . . . YEAR END TRAINING 2003-X█

Allow Delete Option (Y/N). . . . . N

F3=Exit  F4=Prompt  F5=Refresh  F12=Previous

```

IFS 2004 Year-End Seminar Work with Manual Warr/Voids/Correct

You will see the screen which allows you to enter the transactions for this group. As you enter transactions you can press the enter key and edits are performed on each of the transactions in the group. Once you have entered all of your transactions press F12 to return to the opening M/V/C screen.

```

Mode: ADD          ***** COUNTY AUDITOR IFS USER ***** IFDDE 3
11/06/2003  9:24:20  Work w/ Manual War-Voids-Corrections  QPADEV000L
                               Position to. . . . .
Op Seq      Warr# War Date      Vend#  Vendor Name
Acct/Formula ID      Amount Description
Inv#      Service-Dates 1099 Tx On-Bhf Of Rp Rp  Acc  MMIS  PO#  FF
  1      0/00/00      0/00/00      .00
-----
      0/00/00  0/00/00  - - - - -      +
  2      0/00/00      0/00/00      .00
-----
      0/00/00  0/00/00  - - - - -      +
  3      0/00/00      0/00/00      .00
-----
      0/00/00  0/00/00  - - - - -      +

F3=Exit F4=Prompt F8=Next F9=Extn F10=Totals F12=Previous F13=RIC Code
Member V103110602 added to file IFVCHD in IFXG35.
  
```

You will see the batch has been created. You can now work with the group as needed.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFDDE 1
11/06/2003  9:25:09  Work w/ Manual War-Voids-Corrections  QPADEV000L

Processing Date Created . . . . .

Type options, press Enter.
  2=Change 3=Copy 4=Delete 5=Display 6=D/E List 8=Reverse 9=Transfer
  A=Register B=Warr for Publication P=Process (Add to Detail) T=Totals

Opt Description      Created  Owner      Status
- YEAR END TRAINING-2003 X      11/06/2003 LLHUBERT  SUSPENDED
- YEAR END TRAINING 2002 M/V/C    10/25/2002 LLHUBERT  SUSPENDED
- NEW M/V/C BATCH - CODE CHANGED? -D  12/14/2001 LLHUBERT  SUSPENDED
- CORRECTION FOR JUNE 11          7/09/2001 LLHUBERT  SUSPENDED
- REVERSE WARRANT                8/21/2000 LLHUBERT  ERRORS
- TEST TOTALS                    12/29/1999 LLHUBERT  SUSPENDED

Bottom

F3=Exit F5=Refresh F6=Add F17=Subset
  
```

IFS 2004 Year-End Seminar Work with Receipts

Menu option 6710 Work with Receipts.

```

10/25/2002   Integrated Financial System   IFX00 1
13:04:25           Main Menu           LLHUBERT

█_____ :Select                               Position to: _____

Option  Activity   Function
6710   Rec Proces  Work with Receipts

7010   Aud Vouch   Work with Auditor Vouchers
7030   Aud Vouch   Work with Auditor A/P Vouchers
7050   Aud Vouch   Work with Auditor Warrants

7109   CCMA      Upload CCMA to IFS

7110   Comm Vouch  Work with Commissioner Vouchers
7130   Comm Vouch  Work with Commissioner A/P Vouchers
7150   Comm Vouch  Work with Commissioner Warrants

More...

F3=Exit   F5=Refresh   F12=Cancel

```

Once into the Work with Receipts you will see the receipt batches that you have created on the system. You will see batches that have a status of either suspended or errors.

```

Mode: SELECT   ***** COUNTY AUDITOR IFS USER ***** IFRDE 1
11/06/2003   9:27:18           Work with Receipts           QPADEV000L

Date Created to position to. . . . . █_____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Register P=Process T=Totals

Opt Description                               Created   Owner      Status
- YEAR END TRAINING 2002 RECEIPTS             10/25/2002 LLHUBERT  SUSPENDED
- TEST FOR TRAINING                               11/15/1999 LLHUBERT  SUSPENDED
- TEST DUP KEY 8/30                               8/30/1999 LLHUBERT  SUSPENDED
- TEST ACS INTERFACE- NEW ACS 3COPY             7/13/1999 LLHUBERT  SUSPENDED
- HEADING TEST COPY                             7/13/1999 LLHUBERT  SUSPENDED
- HEADING TEST                                   3/09/1999 LLHUBERT  SUSPENDED

Bottom

F3=Exit   F5=Refresh   F6=Add   F17=Subset

```

IFS 2004 Year-End Seminar Work with Receipts**Adding (creating) a Receipt Batch**

Once in the Work with Receipts, press the F6=Add key to create a new batch of receipts to the system.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFRDE  1
11/06/2003  9:27:18                Work with Receipts                QPADEV000L

Date Created to position to. . . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Register  P=Process  T=Totals

Opt Description                               Created   Owner      Status
-  YEAR END TRAINING 2002 RECEIPTS           10/25/2002 LLHUBERT   SUSPENDED
-  TEST FOR TRAINING                          11/15/1999 LLHUBERT   SUSPENDED
-  TEST DUP KEY 8/30                          8/30/1999  LLHUBERT   SUSPENDED
-  TEST ACS INTERFACE- NEW ACS 3COPY          7/13/1999  LLHUBERT   SUSPENDED
-  HEADING TEST COPY                         7/13/1999  LLHUBERT   SUSPENDED
-  HEADING TEST                              3/09/1999  LLHUBERT   SUSPENDED

                                                                 Bottom

F3=Exit  F5=Refresh  F6=Add  F17=Subset

```

After the information is entered for the receipt batch, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFRDE  2
11/06/2003  9:27:18                Work with Receipts                QPADEV000L

Type information, press Enter.
Description . . . . . YEAR END TRAINING 2003-X█

REPEAT/INCREMENT CODES
Receipt Date . . . . . 0/00/00
County Receipt # . . . . . _____ _ R/I

Allow Delete Option (Y/N). . . . . N

F3=Exit  F5=Refresh  F12=Previous

```


IFS 2004 Year-End Seminar Work with Journal Entries

Menu option 4010 Work with Journal Entries.

```

11/06/2003   Integrated Financial System   IFX00 1
09:37:10           Main Menu               LLHUBERT

█_____ :Select                               Position to: _____

Option  Activity      Function
 4010  G/L Proces  Work with Journal Entries
 4030  G/L Proces  CSIS-VPS Interface
 4050  G/L Proces  Close Current G/L Month
 4070  G/L Proces  Close Current G/L Year

 5010  R/D Maint  Work with Vendor File
 5020  R/D Maint  Print Added Vendors List
 5030  R/D Maint  Work with Vendor Access Security
 5050  R/D Maint  Work with Vendor Security
 5070  R/D Maint  Work with Warrant Forms File
 5090  R/D Maint  Work with Cost Eff Obligation File
 5110  R/D Maint  Load Sales/Use Tax D/E File

More...

F3=Exit   F5=Refresh   F12=Cancel

```

Once into the Work with Journal Entries, you will see the journal entry batches that you have created on the system. You will see the batches that have a status of either suspended or errors.

```

Mode: SELECT   ***** COUNTY AUDITOR IFS USER ***** IFGJE 1
11/06/2003   9:39:27   Work with Manual Journal Entries   QPADEV000L

Date Created to position to. . . . █_____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Audit   P=Process  T=Totals

Opt  Description                               Created      Owner        Status
-   YEAR END TRAINING 2002 - MJE             10/25/2002  LLHUBERT     SUSPENDED
-   NEW GROUP 1                               9/26/2001   LLHUBERT     SUSPENDED
-   NEW GROUP                                 11/02/1999  LLHUBERT     SUSPENDED
-   CHECK FOR MORE                           6/24/1999   LLHUBERT     SUSPENDED
-   TEST GROUP 1                             3/04/1999   LLHUBERT     SUSPENDED

Bottom

F3=Exit   F5=Refresh   F6=Add   F17=Subset

```

IFS 2004 Year-End Seminar Work with Journal Entries**Adding (creating) a Manual Journal Batch**

Once in the Work with Manual Journal Entries, press the F6=Add key to create a new batch of vouchers to the system.

```

Mode: SELECT      ***** COUNTY AUDITOR IFS USER ***** IFGJE  1
11/06/2003  9:39:27      Work with Manual Journal Entries      QPADEV000L

Date Created to position to. . . . . █

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Audit   P=Process  T=Totals

Opt  Description                               Created      Owner        Status
-   YEAR END TRAINING 2002 - MJE              10/25/2002  LLHUBERT     SUSPENDED
-   NEW GROUP 1                               9/26/2001   LLHUBERT     SUSPENDED
-   NEW GROUP                                11/02/1999  LLHUBERT     SUSPENDED
-   CHECK FOR MORE                           6/24/1999   LLHUBERT     SUSPENDED
-   TEST GROUP 1                             3/04/1999   LLHUBERT     SUSPENDED

                                                                 Bottom

F3=Exit  F5=Refresh  F6=Add  F17=Subset

```

After the information is entered for the journal entry batch, press enter. You will see a message at the bottom of the screen; press enter again to continue.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFGJE  2
11/06/2003  9:39:27      Work with Manual Journal Entries      QPADEV000L

Press Enter to continue.
Description . . . . . YEAR END TRAINING 2003-X█

Defaults for New Transactions
  Audit Date . . . . . 0/00/00
  Audit Sequence . . . . . 000

  Allow Delete Option (Y/N). . . . . N

                                                                 Bottom

F3=Exit  F5=Refresh  F12=Previous

```

IFS 2004 Year-End Seminar Work with Journal Entries

You will see the screen which allows you to enter the manual journal transactions for this group. As you enter transactions you can press the enter key and edits are performed on each of the transactions in the group. Once you have entered all of your manual journal entries press F12 to return to the opening journal entry screen.

```

Mode: ADD      ***** COUNTY AUDITOR IFS USER ***** IFGJE 3
11/06/2003 10:11:07      Work with Manual Journal Entries      QPADEV000L

Description. . . . . YEAR END TRAINING 2003-X
Seq # to position to . . . . . _____

Opt  Seq #  Audit Date/Seq
Acct/Formula
Description 1          Tran Amount  D/C
                Description 2          Rp1  Rp2  Acc
-----
1          [ ] _____  _____  .00  -
-----
2          _____  _____  .00  -
-----
3          _____  _____  .00  -
-----

F3=Exit F4=Prompt F8=Next F10=Totals F12=Previous F13=New Audit #
Member J103110602 added to file IFMJED in IFXG35.
    
```

You will see the journal entry batch has been created. You can now work with the group as needed.

```

Mode: SELECT  ***** COUNTY AUDITOR IFS USER ***** IFGJE 1
11/06/2003 10:13:58      Work with Manual Journal Entries      QPADEV000L

Date Created to position to. . . . . [ ] _____

Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Display  6=D/E List  8=Reverse  9=Transfer
  A=Audit   P=Process  T=Totals

Opt  Description          Created      Owner      Status
--  -
-   YEAR END TRAINING 2003-X      11/06/2003  LLHUBERT   SUSPENDED
-   YEAR END TRAINING 2002 - MJE    10/25/2002  LLHUBERT   SUSPENDED
-   NEW GROUP 1                    9/26/2001   LLHUBERT   SUSPENDED
-   NEW GROUP                      11/02/1999  LLHUBERT   SUSPENDED
-   CHECK FOR MORE                 6/24/1999   LLHUBERT   SUSPENDED
-   TEST GROUP 1                   3/04/1999   LLHUBERT   SUSPENDED

Bottom

F3=Exit F5=Refresh F6=Add F17=Subset
    
```