

FINANCE SCREENS

FAC	SCREEN NAME	How to access screen			Type of access	Description
BAAA	Account Activity	BAAA =	FY	25-digit code SACS	View	Detailed account activity analysis screen. Select and display account data by segments/fields. Allows the user to locate by field all accounts in existence and view budget and revenue/expense in summary form.
BACS	Account Segments	BACS =	FY		View	Displays definition of each field in SACS. Summarized budget, expense, encumbrance, revenue and calculates balance.
BACT		BACT =	FY	25-digit code SACS	View	
BADD	Account Update	BADD =	FY	25-digit code SACS	Input	To add accounts to finance/budget file
BATA	Accrual Journal	BATA =	FY		Input	Accrual data entry screen for expense/revenue batches #135 and #136 respectively.
BATD	Deposit Receipt	BATD =	FY		Input	Deposit entry screen for manual deposits.
BATJ	Journal Entry	BATJ =	FY		Input	Journal entry screen.
BATW	Warrant Entry	BATW =	FY		Input	Warrant entry screen for payments to vendor; types 2, 3, and 4.
BCAA	Control Number Activity	BCAA =	FY	5-digit control number	View	Allows User to view all transactions against a control number.
BCHD	Warrant Transactions	BCHD =	FY	6-digit check number	View	Displays cash status of check, expense account used, vendor name, number and check amount, etc.
BCHK	Hand check/cancellation	BCHK =	FY		Input	Hand warrants and cancellation entry screen for use by COE/DBS only. Districts do not have view access.
BDAD	Budget Account Summary	BDAD =	FY	25-digit code SACS	View	Budget account summary screen of balance to date
BDEL	Update accounts	BDEL =	FY		Input	Mass delete of account numbers.
BDVD	Vendor Information	BDVD =	FY	6-digit vendor number	Input/ View	Vendor file creation for addresses or update of existing file. Displays address, Tax ID and activity on a calendar-to-date or fiscal year-to-date basis. This screen is key to a vendor that is reportable to the government for tax purposes - 1099's.
BFIX	Corrections	BFIX =	FY		Input	Transaction correction screen for types 1, 2, 4, B, D, and J. Purchase orders, Warrants, Budget, Deposits and Journal entries respectively.
BFRZ	Freeze Accounts	BFRZ =	FY		Input	To freeze accounts that you do not want available for use.
BGLA	General Ledger Activity	BGLA =	FY	Fund/resource/general ledger object	View	Displays general ledger activity and account balances
BHIS	Acct History/Proj Exp	BHIS =	FY	25-digit code SACS	Input/ View	Budget account history for previous two years and current year. May also be used as an entry screen for projecting revenue/expenditures.
BMAC	Account Changes	BMAC =	FY	To be announced	Input	Mass change to account numbers. Takes historical data from old account and moves it to new account
BPAA	Purchase Order Activity	BPAA =	FY	5-digit purchase order number	View	Purchase order activity screen that reflects original encumbrance and any re-encumbrance (via BAT1) to purchase order and accounts payable types 2,3, and 4 toward obligation.
BPTD	Deposit Receipts-prior year	BPTD =	PY		Input	Prior year deposit receipt entry screen - 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BPTI	Budget Increase/Decrease-prior year	BPTI =	PY		Input	Prior year budget increase/decrease entry screen for 13th month access only. See EOY calendar from DBS for cut-off dates on use of screen.
BPTJ	Journal Entry - Prior Year	BPTJ =	PY		Input	Prior year journal entry screen for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BPTT	Budget Transfers-Prior Year	BPTT =	PY		Input	Prior year budget screen for transferring funds within expense/revenue; for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
JOBR	Computer service reports	JOBR =	N/A		Input	To order canned reports
REQS	Personnel and payroll job scheduling	REQS =	N/A	Type "Menu" or name of report	Input/ View	This screen allows the user to find, create and update requests for reports. Salary projections can be run from this program for a four year period.
BVAA	Vendor Activity	BVAA =	FY	6-digit vendor number	View	To view vendor activity sequenced by date of entry.
BVND	Vendor History	BVND =	FY	6-digit vendor number	Input/ View	To display vendor history data and to update new codes in vendor records

