




## BOTTOM LINE SUPPLEMENT

### MOST FREQUENTLY ASKED FINMIS QUESTIONS

CATEGORY	QUESTION	ANSWER
Account Number	Suppose I select a wrong account number/charge another school by accident, how do I correct this?	<p>As with most errors, the proper way to correct it depends on how the error occurred. The following guidelines may be helpful:</p> <ul style="list-style-type: none"> <li>• If you entered the wrong account directly in the General Ledger, fix it in the ledger via a correcting journal entry.</li> <li>• If you entered the wrong account on a Purchase Order, it can be changed on the Purchase Order anytime before the PO has gone through approval and funds reservation. After the PO has been approved and funds reserved, you cannot change the account number on the PO. You must wait until after the invoice is paid and then make the correction in the general ledger through a correcting journal entry (credit the incorrect account and debit the correct account). Be sure to use the correct journal category (to document this as a correcting entry) and to document the reason for the correction in the journal entry line description. This is especially important for correcting entries involving grant/contract funds.</li> <li>• If you provided the wrong account number to a system that feeds entries into the general ledger, like Payroll or BRS or SAM, you should first correct the error in that system (in Payroll, this would mean a payroll reallocation). In many cases, correcting the feeder system will automatically handle the problem both in that system and in the ledger. However, in some cases, you may also need to correct the error directly in the ledger through a correcting journal entry. If you are unsure, check with the administrator of the feeder system.</li> </ul>
Account Number	Can you charge an ORG other than the one you have access to?	Yes.
Accounts Payable	How will credits be issued on returns or damaged items?	Same procedures as today.
Accounting Flexfield	In the Accounting Flexfield can you make the field one digit larger so that we can see each number as we type it?	No. This is part of the FinMIS software and cannot be changed.
Advisory Warning	Is the message/wording for funds checking strong enough? Advisory warning?	If end-users are trained to understand the message and how to react to it, this should be sufficient. However, we believe that we can modify the software to incorporate a stronger worded message if needed, but this change would not be available until sometime after July 1.

<b>Q &amp; A</b>		
<b>MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)</b>		
<b>CATEGORY</b>	<b>QUESTION</b>	<b>ANSWER</b>
Advisory Warning	What disciplinary action will be brought against the school/center if budgets are over spent? If end-users ignore the funds advisory warning message?	It will depend upon each School/Center to define their policy to their end-users. End-users need to understand what the advisory warning means and it's implications.
Advisory Warning	Is "don't spend money" mandatory?	It is University Policy.
Advisory Warning	Will there be a report to show PO's approved that pass funds checking with advisory warning?	No.
Approvals	Is the approval for over \$5,000 for the total invoice or each line item?	It is for the total P.O. not the "invoice".
Approvals	If I forward a P.O. to someone on vacation, can you get it back and forward to someone else?	Yes, certain individuals will be given Requestor II User Responsibility within your School/Center. They will have the ability to re-route P.O.s.
Approvals	Who will be able to see a P.O.?	Refer to the Approval Hierarchy handout distributed in training.
Attributes	What is the difference between ORG & RESP ORG?	<p>ORG (Organizational Unit) refers to one of the segments of the Chart of Accounts and is roughly equivalent to today's department. RESP ORG (Responsible ORG) is an attribute attached to every FUND; it can be viewed within the GL COA Inquiry Responsibility on the COA Attributes Screen (\Navigate COA Query COA Attributes).</p> <p>Since a single FUND may be used in combination with more than one ORG in the Chart of Accounts, the RESP ORG attribute identifies the primary ORG that is to be held accountable for the financial management of the FUND. The ORG that is the Responsible Org for a fund may view all combinations using that fund, not just those combinations with its own ORG, through a report only (no online query).</p>
Blanket P.O.	How do I handle blanket P.O.'s in FinMIS?	Blanket P.O. functionality will exist in FinMIS by selecting a Standard P.O. for services, repairs, leases and annual maintenance agreements. Specific examples are reviewed in the Purchasing training materials. All supplies previously ordered using Blanket P.O.s, must be ordered separately on Standard P.O.'s with the appropriate line item detail.
Budget	Will there be a report to show Budget Journals processed that pass funds check with advisory warning?	No, it is not possible to determine this after the fact and thus, no such report is available. However, the effect of budget journals on the budget balance available (BBA) can be viewed on various reports. The BBA for a given account combination is listed on revenue/expense summary reports and detailed budget transactions are listed on the revenue/expense transaction reports.
Budget	When do I use a budget entry?	Use the Enter Budget Journals screen to create new budgets for funds that were not budgeted in Pillar, e.g., grants and contracts, URF awards, new gifts, etc. and to modify any existing budgets budget increases, decreases, and reallocations.

 <b>MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)</b>		
CATEGORY	QUESTION	ANSWER
Budget	What does the period mean in Budget Amounts Zone in Enter Budget Journal screens? i.e., when would we ever enter a month other than current? If we can enter a date in the future what does this mean - what are the implications?	The screen was designed to allow users to enter monthly budgets in advance. Penn is not using this feature. All budgets at Penn changes, new, or modifications should be entered in the current month. If you enter information into future or past months, this will result as well as cause <b>inaccurate information on your financial reports</b> and some inaccuracies for funds checking.
C-Forms	When do I use a C-Form? Will C-6 forms be allowed?	Revised policies and procedures are still being finalized. Purchases to external vendors should all be made on a PO through FinMIS or via Procard.
Charging Other Sch/Ctrs	If I want to charge/credit another school/center, will the FinMIS system allow me to do so?	Yes.
Data Warehouse	Will the G/L information be in the Data Warehouse and when?	Work is currently been done to achieve that goal. The target date is sometime during FY97.
Emergency P.O.	If you have an emergency P.O., how can you get it to a vendor immediately when they are not a FAX vendor? Can it be picked up in Purchasing?	For requirements less than \$1,000 use your Procard. For requirements over \$1,000, contact Purchasing. Ninety-five percent of vendors are expected to be fax capable.
Encumbrance	Will FY96 remaining encumbrances roll into the new fiscal year?	No encumbrance data conversion will occur from this fiscal year to next.
Endowment Income	How will monthly endowment income be handled in FinMIS?	Income from quasi endowment to be recorded in unrestricted net assets, income from true and term endowments to be recorded as temporarily restricted net assets until donor restriction has been met when it will be "reclassified" to unrestricted net assets. All endowments will be budgeted and expended in unrestricted net asset class.
Equipment	If equipment cost is \$5,000, is it by line or per invoice?	By unit price of item.
Equipment	Will equipment only be tagged if it is over \$5,000?	Yes.
Equipment	If I buy one computer for \$2,500 what is the type? If I buy 5 computers for \$2,500?	Use the Supplies category of object codes (52xx thru 54xx; in this example, the object code should be 5224) whenever the unit cost of an item is less than \$5,000.
Equipment	Who will assist with the Depreciation schedule for equipment purchases? Where will the information be kept and how are the different pieces of equipment classified by the government?	Property Management will be responsible for maintaining the inventory as well as depreciation schedules on all items of equipment. Useful life will basically follow existing government guidelines for major categories of equipment.
Expenses	What is TEXP?	TEXP is a roll-up that consists of the sum of all of the following object codes: <ul style="list-style-type: none"> <li>• equipment: selected 18xx object codes</li> <li>• student aid: 4180 thru 4190</li> <li>• revenue: object 4821 (capital funding transfer)</li> <li>• expense: all 5xxx object codes EXCEPT expense credits (55xx) and grant/contract overhead (5282 &amp; 5292)</li> <li>• suspense: all 95xx object codes</li> </ul>



## MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)

CATEGORY	QUESTION	ANSWER
Expenses	What is TEXP? (continued)	Separate totals are kept for the total budgeted amount and the total expended amount in all of the above object codes. TEXP is the bucket used for funds checking to determine if there is sufficient funds availability in the TEXP bucket for a given ORG/FUND or ORG/FUND/C-REF combination. TEXP is also useful for querying all expenses for a specific account or range of accounts.
Funds Checking	Do you check funds, even if you are the lowest level of approval?	Yes, funds check is mandatory.
FY96- 13th Month	How do we view FY 96 13th month transactions? Will UMIS be available for this?	Yes.
General Ledger	Where will FY96 information be stored?	During FY 97, this information can be viewed online using the current CICS applications GENLEDN, SUBLEDN, and FINDETN. FY96 data will also be available in the INFODB.
Internal Controls	The issue of internal control is important to the end-users. How is this being addressed?	The issue of internal controls in terms of the FinMIS implementation is being addressed as well as reviewed Coopers & Lybrand and eventually Internal Audit. Most controls, other than segregation of duties, will be a post-review of exceptions. In addition, control over the vendor file, elimination of blanket orders, control over ship-to locations and having invoices sent directly to Accounts Payable will significantly improve the controls that we currently have over the existing procurement system.  P.O. Approval Hierarchy and dollar limits will also enhance internal control.
Invoices	Do we get copies of paid invoices?	No. All invoices are matched to the P.O. for payment. Accounts Payable will not pay invoices over \$5,000 until the Buyer/Requestor acknowledges receipt of their goods and services on-line.
Journals	Would like to get report on journals where Control Total is not completed.	A special group, consisting of representatives from the various schools and centers, has been, and will continue, working with the FinMIS GL implementation team to define and develop the standard GL reports. End-users are encouraged to discuss their reporting needs with members of this group. Their names will be available on the Cornerstone home page.
Navigation	Explain the difference between \Row Delete and \Row Erase?	\Row Erase will remove data from a field, zone or screen. \Row Delete will remove a record from the database.
Penn Website	What forms will be on the Penn Web?	This is currently under development. There will be a set of internal disbursement forms, as well as forms to update ship-to location, vendor, and approval hierarchy information.
Practice Database	Will I be able to practice once I receive training? Will the practice database be available after, July 1, 1996.	Yes, you will be given a log-on request form to complete to access the Practice Database. Yes, the practice database will be available after July 1, 1996.




## MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)

CATEGORY	QUESTION	ANSWER
Printing	How is the FinMis profile going to be distributed if this is critical for key board mapping?	Has been distributed to Trainers and/or Technical Support person.
Procard	Will we see all ProCard transactions for our CNAC?	ProCard transactions are batched by individual cardholder. The naming convention used for cardholder incorporates the cardholder s ORG number. It is therefore possible to query ProCard batches online using various combinations of the batch name in order to select by specific cardholder or by all cardholders within an ORG or by all ORGs within a Center. In some cases, the latter might require several separate queries. See also the ProCard section of the GL training materials for query examples.
Procard	It is my understanding that we currently have a 2 week window in which to transfer ProCard charges, why is it being reduced to 5 days?	In order to effectively integrate ProCard activity within FinMIS, we were required to establish an interface window that is shorter than the one we use today. If this window is inadequate, end-users can always reallocate ProCard costs, via a correcting journal entry in the ledger, after the ProCard batch has been posted.
Procard	Is the vendor name available for Procard transactions?	Yes the vendor name is listed in the Description field of the Procard transaction.
Procard	Will the Procard dollar limit be raised?	Yes, to \$1,000.
Procard	This ProCard system is very labor intensive and cumbersome, is there any way for the current system to be adjusted to feed into this system? If we are to use the ProCard more often to streamline work we actually are creating more work for ourselves	As of July 1, 1996 the Procard transactions will all be posted in FinMIS. As with the current system, you will be able to go on-line to charge the appropriate account number for your Procard transaction. The system is new, therefore, may seem cumbersome at first. However, given practice, everyone will become more proficient with it's functionality.
Procard	How will Procard be handled?	The front-end process of Pro-card remains the same. The back-end, funds re-distribution process will be performed in FinMIS General Ledger, not via the on-line CICS application.
Purchasing	BOOKSTORE does not have a vendor number. Are all purchases to be made on a Bookstore Requisition or Procard?	TBD
Purchasing	COMPUTER CONNECTION has been assigned a vendor number. Will they accept a Bookstore requisition for purchases under \$500?	TBD
Purchasing	Can you CHANGE P.O. COMMENTS after the P.O. is saved, prior to approve & reserve?	Yes, you can change information on an "incomplete" P.O.
Purchasing	What will happen with C-1, C-3 forms, etc. being checked for INSUFFICIENT BBA?	No funds checking will be performed in Central Offices.



## MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)


CATEGORY	QUESTION	ANSWER
Purchasing	What will happen to P.O.s that CARRY OVER into FY97?	These remaining P.O.s will be paid as non-purchase order payments, i.e. on C-forms in Accounts Payable. Prior to payment, they will be matched to the P.O. on the old system.
Purchasing	How do we enter a Purchase Order for a LEASE that will span 4 years, but we only want to encumber one year?	See Section 14 of the Purchasing Training materials for details regarding lease payments.
Purchasing	Will Purchasing still send a COPY of the P.O. to each department? Since the P.O. is faxed can we RECEIVE THE FAX COPY?	No. No.
Purchasing	How will payments to TEMPORARY SERVICES be processed?	On a P.O. using a "Service" Line Type.
Purchasing	How should I CORRECT a P.O. ACCOUNT NUMBER if the P.I. changes their mind on the appropriate account number after I approve and reserve the P.O. but before the invoice is paid?	After the P.O. has been approved and funds have been reserved, you cannot change the account number until after the invoice is paid. After the invoice is paid, the account number can be changed through a correcting journal entry in the ledger. Be sure to use the correct journal category (to document this as a correcting entry) and to document the reason for the correction in the journal entry line description. This is especially important for correcting entries involving grant/contract funds. Also remember that corrections of errors need to be made in a timely fashion.
Purchasing	Can the P.O. DESCRIPTION LINE be made larger so that we can view the entire description rather than scrolling one line at a time?	No.
Purchasing	Can you search the Staples CATALOGUE BY ITEM rather than by item number?	Yes.
Purchasing	How do we handle ATTACHMENTS to P.O.s? How will they be sent to the vendor? How do we alert Purchasing not to FAX until they receive the attachments?	All attachments must be mailed/delivered to the Purchasing Department. Include in the "Notes to the Approver" a message to Purchasing stating there will be attachments to follow, i.e. Purchasing please hold P.O. until you receive attachments.
Purchasing	How are ATTACHMENTS to be identified when forwarded to Purchasing?	It is extremely important that you note the P.O. # on the attachments.
Purchasing	Will we ENCUMBER C-FORMS? Will the TAC cards be used for these transactions?	When Accounts Payable enters the C-form information into the system, the funds will be encumbered. TAC cards will still be utilized for employee reimbursements and other C-form disbursements.
Purchasing	Is there somewhere that we can CHECK to see if a P.O. has been APPROVED AND RESERVED and therefore partially determine the status?	In the View Action History.


 <b>MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)</b>		
CATEGORY	QUESTION	ANSWER
Purchasing	How can we tell that one of our P.O.s has been REJECTED? How do we know why it's been rejected.	You will see the P.O. appear in the "View Notifications Screen" when you first log onto FinMIS Purchasing. If the approver has provided a reason for rejection (by typing it into the Note field of the Approval Submission screen), this note may be viewed by navigating to the Enter Purchase Order screen or the View Purchase Order Screen. The note is displayed in the View Action History zone, which is accessible via the Additional P.O. Header Information quickpick.
Purchasing	For items over \$5,000, is the NAME that appears in the DESTINATION FIELD the ONLY ONE who can record RECEIPT? Or can someone else record receipt?	Any FinMIS user can record receipt.
Purchasing	For items to be CHARGED to MORE THAN ONE DISTRIBUTION, will someone from each distribution be required to record receipt?	Receipt is acknowledged shipment by shipment. Distribution is not involved.
Purchasing	Can the end-users CHANGE the Terms and Conditions FIELD under Additional P.O. Info to something other than what's on the QUICKPICK list?	No. You cannot enter data into a field with a Quickpick list.
Purchasing	Is there a way to ENCUMBER funds prior to the creation of a P.O?	Not in the Purchasing system, however it is possible to encumber funds in General Ledger.
Purchasing	How do you CREATE a P.O. for items when you DON'T KNOW the full AMOUNT yet?	A P.O. should not be issued for a product/service where the exact price is unknown.
Purchasing	What procedure do I use to pay photographer? Do I still need a C-12 FORM?	Yes, C-12 forms are required.
Purchasing	Service P.O.s indicate they are to be used for TEMPORARY EMPLOYMENT. Does this mean that we no longer use the payroll system for A-5's?	No. Use payroll. Temporary employment refers to employment agencies.
Purchasing	If PAYMENTS made AFTER July 1, 1996 on a P.O. from the old system, how can Accounts Payable be sure that we are not getting DUPLICATE INVOICES or the accuracy of the invoice?	Accounts Payable will verify the old P.O. number in the old system.
Purchasing	In the "View Purchase Order" is there a way to use the ACCOUNTING FLEXFIELD for your search?	You can only use the fields on the Search Criteria Screen.
Purchasing	How do you know if a VENDOR'S FAX is on file?	\Navigate Inquiry Vendor
Purchasing	HAZMAT and UN NUMBER - please provide definition for lookup tables. Also, has Radiation Safety been included with development?	In the "More" field select Item Information you will find the look-up for HAZMAT. Radiation Safety is only involved with Radioactive Materials. Environmental Health and Safety has been involved with HAZMAT. UN Number is not used.



## MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)

CATEGORY	QUESTION	ANSWER
Purchasing	Is the PRICE we see on the screen FOR the on-line CATALOGUE VENDORS the University DISCOUNTED price?	Yes.
Purchasing	What will happen to OPEN COMMITMENTS at the end of June? Will they be uploaded in FinMIS.	No.
Purchasing	How do you handle P.O.'s that require DEPOSIT or PRE-PAYMENT up front?	Create a P.O. for the entire amount. Include details regarding payment instructions in the "Notes to Vendor" field. Have the vendor send the invoice for the amount of the deposit to Accounts Payable.
Purchasing	The DESTINATION FIELD in the Distribution zone is a list. Can the "deliver to" person be someone who is not on this list? For example, non-University individuals or someone not on the Payroll System	The only place to note a different name is in the "Notes to the Vendor". Only employees will be accessible in the Destination field.
Purchasing	In the DESTINATION FIELD do I have to pick for the list or can I just enter anything?	You must select from the Quickpick list. The name will default to the Requestor/ Buyer, however if you would like to select another "Deliver to" person, the name must appear on this Quickpick list.
Purchasing	Who is the BUYER? Same as REQUESTOR?	The "Buyer" is the person who enters the P.O. If the "Buyer" is not the same as the "Requester" of the items, you can change the default name in Destination field to the "Requester" using Quickpick.
Purchasing	If a P.O. has MULTIPLE DISTRIBUTIONS, all to the same account, would the invoice have just one total distribution line or the same number of distribution lines as the P.O.?	When a P.O. is matched to an invoice, it creates the same number of distribution lines that the P.O. has, even if they are all for the same account number. It does not total and combine lines for the same account number. Purchasing Why can't I CHANGE a P.O. vs. CANCELING and re-issuing another? Once a P.O. is approved and reserved (encumbered) the P.O. is automatically sent to all FAX vendors, therefore prohibiting changes to the P.O. Please refer to Section 12 of the Purchasing class materials.
Purchasing	What info goes on a the University CHECK from the P.O. screen?	Vendor name.
Purchasing	How do I handle purchasing for ENTITIES with separate checking accounts? e.g. NBC, New York	All procurement is done through FinMIS. For example, accessing FinMIS from New York (via dial-in) will be the method for creating/approving their P.Os. It will work exactly the same as if the P.O. was created and approved from on campus.
Purchasing	What is the purpose of having CATALOGUES ON-LINE if we can't use them to obtain catalogue numbers?	The purpose for the on-line catalogue is to reduce the typing of each item by selecting from a Quickpick list. In addition, the on-line catalogue (Item Master) ensures contract pricing.

 <b>MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)</b>		
CATEGORY	QUESTION	ANSWER
Purchasing	What's the difference between the "PROMISE" date and the "NEED BY" date?	The "promise date" is a software feature not currently being used by the University, therefore you should leave this field blank. The "need by" date is required by the University and is the date you require your goods and services.
Purchasing	Will Purchasing accept ELECTRONIC TRANSMISSIONS of COMPETITIVE BIDS for equipment P.O.'s i.e. will e-mail suffice?	Notes to Approver should be used for bid waiver information. Paper copies of competitive information for orders > \$5,000 must be forwarded to Purchasing.
Purchasing	Where can we include our own REFERENCE NUMBER (e.g. requisition #) on the P.O. screens?	You can include reference numbers in one of the many "Notes to..." fields on the Standard P.O. However, many of these notes print on the P.O. copy so you need to be careful not to confuse the vendor.
Purchasing	What happens when I want to PAY 50% of an invoice NOW and 50% LATER?	Accounts Payable is required to pay as invoiced.
Purchasing	How can we PRINT a P.O. in our office w/o doing a Print Screen 4 times (for each zone)?	A custom report is being developed to print P.O. information with information from all four zones.
Recovery	Will there be a section some where in the documentation on Recovery Tips?	Yes, although recovery is discussed throughout the training sessions (Screen Refresh, F4, Ctrl B, etc.) tips will be included in the Reference Manual.
Reference Manual	Will there be a Reference Manual?	Yes, a Reference Manual is currently being developed and a draft is in its initial review stage. We expect the Manual to be available by the end of July.
Reports	Since reports are generally run on a monthly basis and there are many reports to run, the ability to run reports in batch should be available.	As of July 1, 1996, the reports most commonly used at the University can be selected using a Quickpick. These reports can be requested as needed by your Organization. Users can create their own report sets.
Reports	When deleting reports are the templates affected?	No, the templates are not affected. Deleting a report refers to either killing it after it has been submitted, but before it has actually run, or deleting the output after it has run.
Reports	How many people does FinMis envision running reports? How many reports will be run per person? Can the system handle the load?	The overall impact of many of the new business processes, including reporting is difficult to estimate accurately in advance. Various models have been and will continue to be tested in order to assess the impact of varying loads on the system. Our goal is to make reports available to end-users both during the day and on an overnight schedule as long as this does not negatively impact online response time during normal business hours. Tuning of the system to support our requirements will be an ongoing process both before and after July 1.
Reports	What/how are reports deleted?	You can "kill" a report before it runs. After you have created a report it will be available on-line for 48 hrs. then will be deleted.
Sponsored Programs	How will info required for budgeting get to BAs? Terms and conditions, notice of award, etc?	Electronic e-mail.

 <b>MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)</b>		
CATEGORY	QUESTION	ANSWER
Sponsored Programs	What will we be required for an NIH audit as far as actual paper documentation at the Business Office level?	Electronic and other media, for purchase orders and invoices has been an acceptable form of documentation for audit purposes for many years.
Sponsored Programs	What is the term expired vs. Accounting expiration mean?	<p>Every value used in each segment of the Chart of Accounts can have both a start date and an end (aka "expiration" ) date associated with it. When a value has expired, the system will not process any transaction that uses that value. At Penn, we would typically populate start and end dates only for the values in the FUND segment and then only for those funds where this is critical information, e.g., grants and contracts (start and end dates) and gift funds (start dates). For grants and contracts, the FUND end date will not be set until a grant is closed out, which is typically 90 days after the end of the project.</p> <p>For grants and contracts, additional information will be captured about the FUND in the form of attributes which record the contract start and end dates and the anticipated project end date. These attributes are used for reporting purposes and do not control transaction activity against the fund, although the contract start and end dates are used to constrain salary encumbrances against the fund.</p> <p>Both the start and end dates and all of the attributes for any segment value can be viewed online within the GL COA Inquiry Responsibility on the View Segment Attributes screen.</p>
Sponsored Programs	How will grant overhead be handled in the new system. When will it be charged?	Grant related overhead will be charged in the manner in which it is currently done, i.e. either by applying the negotiated Indirect Cost Rate to the Modified Total Direct Cost Base or by applying the sponsor's approved rate to the sponsor approved direct cost base. Overhead will be calculated and posted on a daily basis.
Sponsored Programs	What type of training is going to be included for Sponsored Project Administration that is necessary for BA s to do budgets? Who s doing this training? How is it included in training? Who s teaching guidelines and policies of A-21, expanded authority, March of Dimes requirements? How much time is required for this training? If this is live July 1, 1996, training of BA s must be done by July 1, 1996 as well.	TBA
Sponsored Programs	Federal funding equipment definitions and policies for capital purchases have to be compatible. Is this being addressed?	OMB Circular A-21 allows an equipment capitalization policy of \$5,000, which is the policy that the University will adopt on July 1, 1996.



## MOST FREQUENTLY ASKED FINMIS QUESTIONS (cont.)

CATEGORY	QUESTION	ANSWER
Subcontracts	How will subcontracts be processed on research grants? C-form or FinMIS?	TBA.
Suspense	How will suspense be monitored? On-Line or Report? Can you drill down to detail?	Suspense activity can be monitored online using the Account Inquiry screen. By specifying 95% as the object code, the system will display suspense activity for the specific account you entered or, if you leave ORG blank, for all accounts in your ORG security profile. The Account Inquiry screen also allows you to view summarized information about the transactions, including the journal batch name. The batch name may be used to query the batch so that you may view more detailed information about the transaction. In addition, a diagnostic report is currently being planned which will provide this same information.
Vendors	How can we pay vendors that won't accept P.O.'s?	Procard.
Vendors	Who maintains vendor database, school or central?	Central System Administrator(s)
Viewing Accounts	How is the security set up for G/L and Purchasing? Will I only be able to see my school/center accounts? Selected accounts?	<p>Purchasing: what you can see online is controlled by the Purchasing Approval Hierarchy. The Approval Hierarchy for your area has been distributed to each Senior Business Administrator and Trainer.</p> <p>General Ledger: what you can see online and in reports is controlled based on a list of ORGs that you have been given authorization to access (you provide this list of ORGs as part of your production logon request; every user automatically gets access to the special 0000' and SUSP ORGs). You will then be able to see all (not just selected) accounts within your list of authorized ORGs. For reporting purposes, you can report on the same accounts you re allowed to view online plus you can report on any funds where your ORG is the Responsible Org for the fund.</p> <p>For transaction purposes, ORG security is also applied to the Enter Budget Journals screen (you can only do a budget entry for those accounts within your list of authorized ORGs), but is NOT applied to the Journal Entry screen (you can do a journal entry against any ORG s account, not just those in your own ORG).</p>