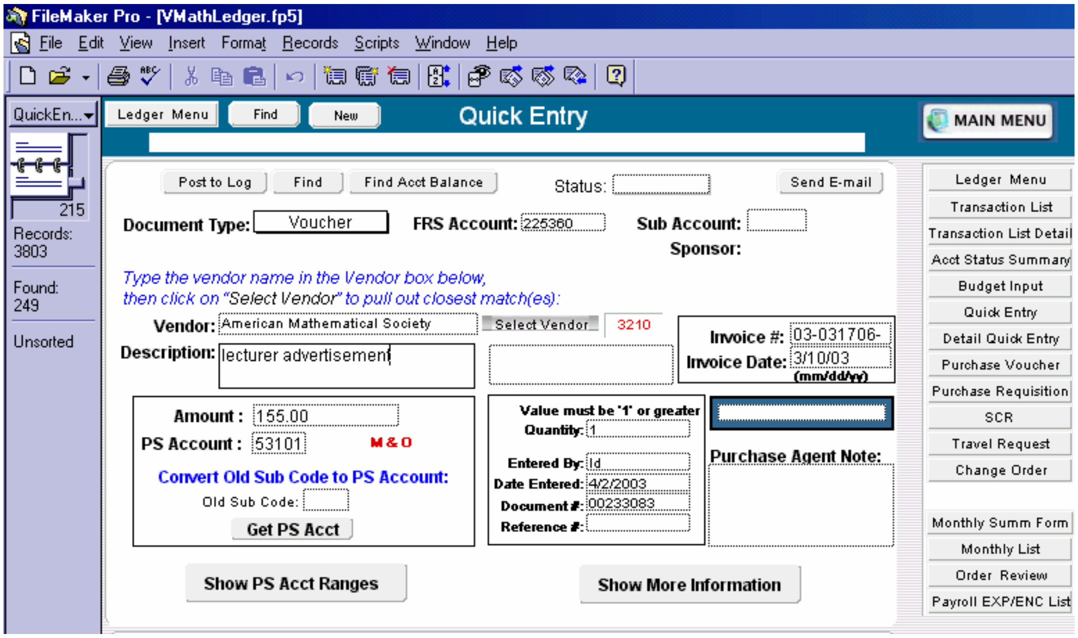
Revised 11/09/04

Quick Entry


FileMaker Pro - [VMathLedger.fp5]
File Edit View Insert Format Records Scripts Window Help
QuickEn...
Ledger Menu
Find
New
Quick Entry
MAIN MENU
Post to Log
Find
Find Acct Balance
Send E-mail
Select Vendor
Convert Old Sub Code to PS Account:
Old Sub Code:
Get PS Acct
Show PS Acct Ranges
Show More Information
Ledger Menu
Transaction List
Transaction List Detail
Acct Status Summary
Budget Input
Quick Entry
Detail Quick Entry
Purchase Voucher
Purchase Requisition
SCR
Travel Request
Change Order
Monthly Summ Form
Monthly List
Order Review
Payroll EXP/ENC List

215
Records: 3803
Found: 249
Unsorted

Status:
Document Type: Voucher
FRS Account: 225360
Sub Account:
Sponsor:

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

Vendor: American Mathematical Society 3210
Description: lecturer advertisement
Invoice #: 03-031706-
Invoice Date: 3/10/03 (mm/dd/yy)
Amount : 155.00
PS Account : 53101 M & O
Value must be '1' or greater
Quantity: 1
Entered By: ld
Date Entered: 4/2/2003
Document #: 00233083
Reference #:
Purchase Agent Note:

1. Document Type:
   a. *Voucher*, *SCR*, *Travel Request*, *Travel Voucher*, *Income* are the most commonly used. Refer to the table "Determining Which Data Entry Screen to Use" for details.
2. FRS Account – enter FRS number
3. Sub Account –**SEE ATTACHED FOR LIST**.
   a. used to categorize expenses by employee or other category. Usually this is the initials of the PI for accounts that have commitments.
4. Vendor
   a. Select a vendor by typing the first few letters of the vendor name, or choosing the "Select Vendor" button to search for a vendor.

5. Description –**SEE ATTACHED FOR LIST**
   a. Enter a meaningful description of the expense. Include name, dates, destination for all guests and faculty travel.

6. Invoice # - enter invoice number.
7. Invoice Date – enter invoice date.
8. Amount – enter amounts subtotaled by PS account code (subcode). Create one record for each PS account code.
9. PS Account – enter PS account code. Create one record for each PS account code.
10. Quantity – **MUST ENTER '1'.**
11. Entered by – your initials.
12. Date entered – current date is auto-populated.
13. Document # -
    a. Vouchers: Voucher number
    b. Journal Entry Requests – PS Journal # + H0107XXX document #.
    c. SCRs – SCR # + PS Journal # or PS voucher #. The PS number is not known until the SCR has been processed for payment by the creation of a PS voucher or PS journal. This is done by General Accounting. The document number appears on the Reconciliation Report.
    d. Travel Requests – leave blank until the reimbursement voucher is created or the journal for direct billed airfare and other direct billed expenses is created.
    e. Travel Vouchers - voucher #
    f. Requisitions – enter **without leading zeros.**

14. Reference #
    a. Purchase Requisitions – Requisition # **without leading zeros**.
    b. New Faculty Commitments – "startup"