Using Finan$eer

VERSION: 11/2015

Contents

About Finan$eer

Finan$eer is a system that provides access to information that was stored in the Financial Records System (FRS), the financial system the University used before switching to ConnectCarolina. You can use Finan$eer to see account information from July 1, 1994 through September 30, 2014, and you can use it to see account information for all accounts. Finan$eer shows both an overview of the account plus transaction details such as budget revisions, account adjustments, travel reimbursements, and other receipts or expenditures.

Finan$eer provides an overview of departmental accounts, details of the account expenses sorted by object code, information regarding current transactions, prior transactions, open commitments, and the attributes of the account.

Key Differences from the Original Finan$eer

The current version of Finan$eer has some small differences from the original Finan$eer:

- You sign in with your Onyen instead of your "RACF" ID.
- You can see all information for all departments in the new version, not just information for your department. As a result, a much smaller group of people has access to Finan$eer.
- You can no longer save categories using the Overview function.
- You can no longer print the current screen (unless you use your browser's printing option), so you'll need to export to Excel when you want to print.
- You can no longer rearrange columns or hide columns (although you can still sort columns).

Key Differences Between Finan$eer and the Finance Legacy Data Warehouse

Another place to see historic (also called "legacy") information is the Finance Legacy Data Warehouse, which is available through InfoPorte. To help you choose where to go to find the historic information you need to see, here are some differences:

- Finan$eer is limited to one account at a time, but reports in the data warehouse show transactions for departments, schools, and vice chancellors as well as for accounts.
- Finan$eer has data back to FY1995 while reports in the data warehouse show data starting mainly in 2004, some 1999.
- Finan$eer shows account attributes.
- Finance Data Warehouse reports have more selection criteria and return more descriptive information about the accounts (such as fund types and object categories).

Accessing Finan$eer

To access Finan$eer, follow these steps:

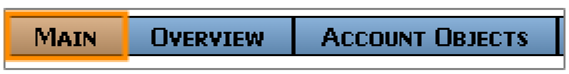
1. From the ConnectCarolina home page, click the Finance button and select the Finan$eer link.
2. Sign in using your Onyen and password.

Searching for Transactions in Finan$eer

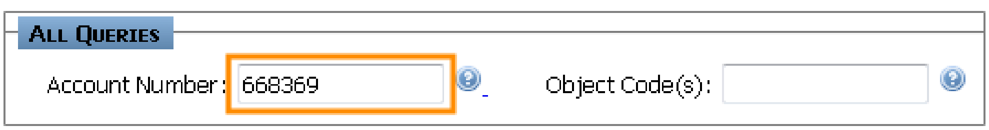
Follow these steps to search for transactions:

Note: You need to always start by searching for transactions. Once you see a list of transactions, you can click on the other tabs to see other information for those accounts.

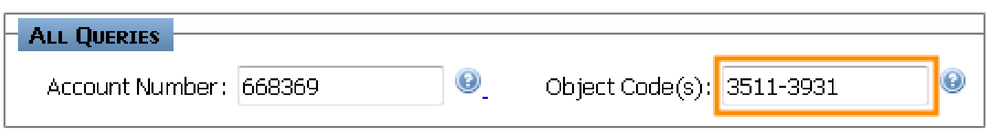
1. Click the **Main** tab at the top of the screen.



2. Enter the six-digit **Account** number.



3. If you like, enter an **Object Code** or a range of object codes. Be sure to enter the dash in the middle of the object code. Or leave the Object Code field blank to see all object codes that exist for the account.

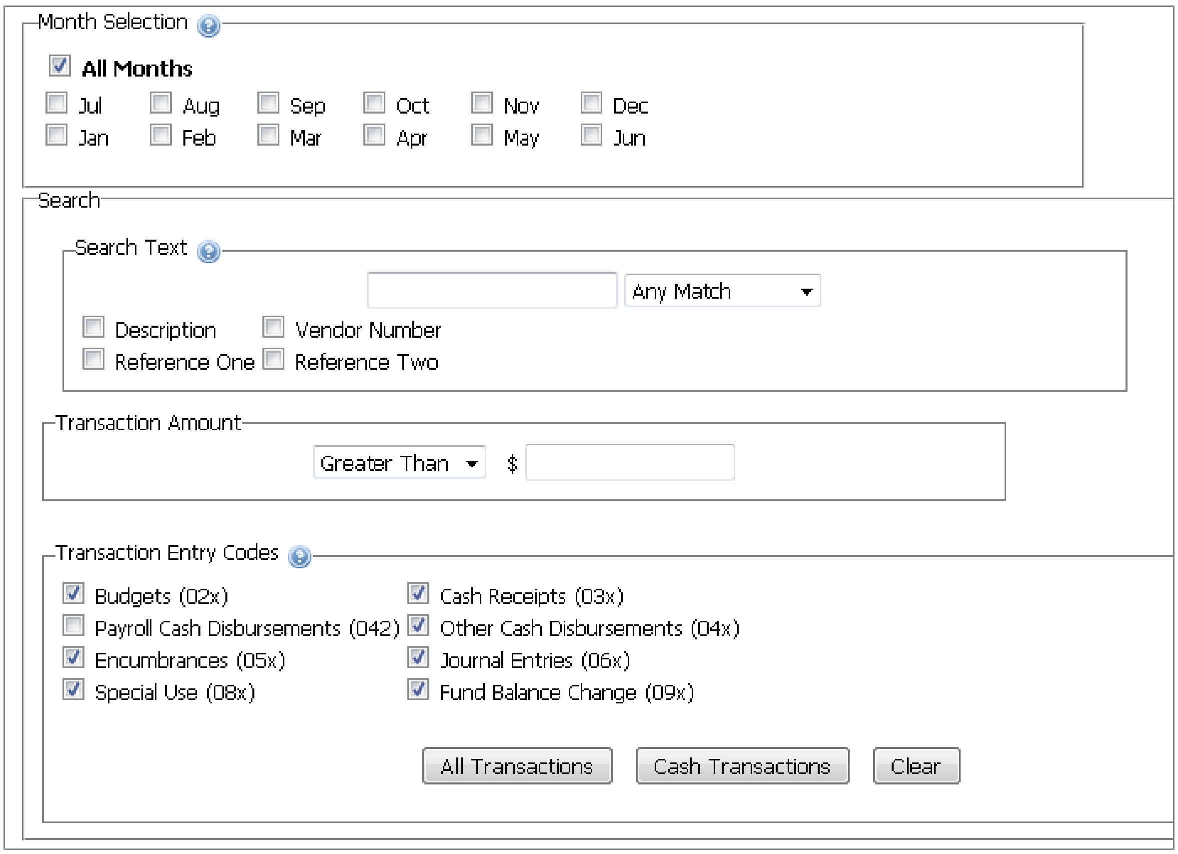


4. Choose the fiscal year you want to see transactions for.

5. If you want to narrow your results further, choose any additional search criteria you need.

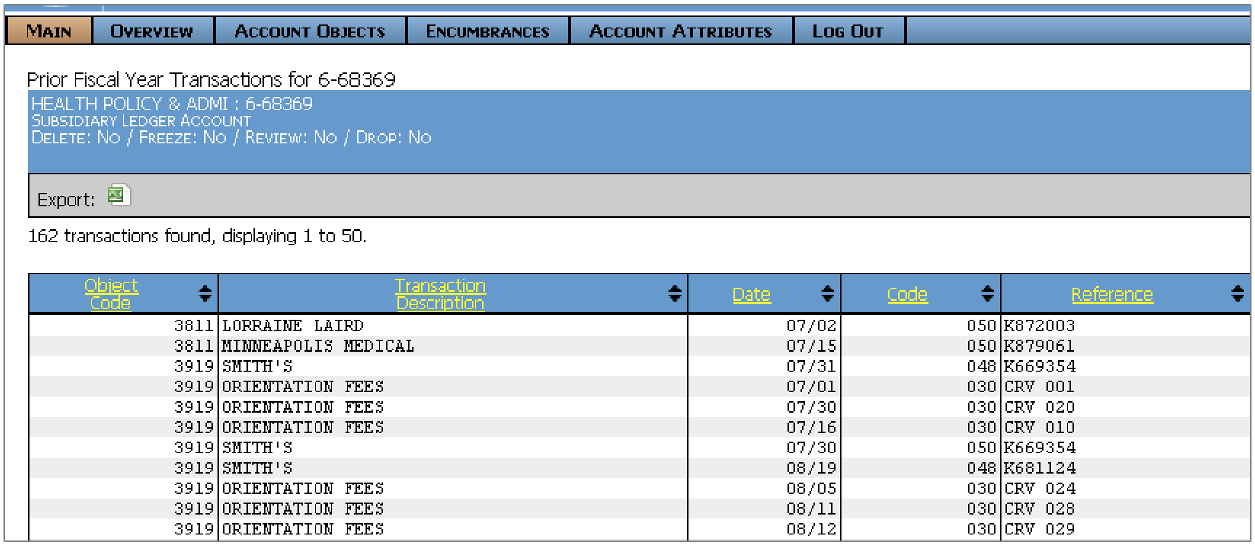
Tips for searching:

- When searching by Amount, type the amount format exactly as it appears in the amount column, including decimals, parentheses or the minus sign for credit transactions.
- When searching for specific Transaction Descriptions, you can type a partial description and you can reverse the order of the description.
- The system is case sensitive.



6. Click the **Transactions** button:

Result: The system displays the transactions that match the criteria you specified:

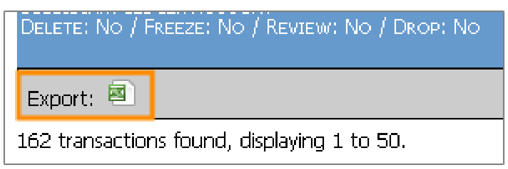


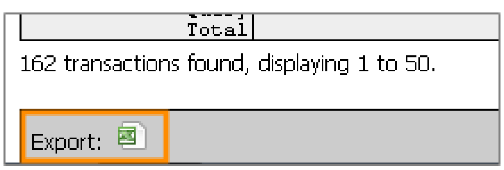
Object Code	Transaction Description	Date	Code	Reference
3811	LORRAINE LAIRD	07/02	050	K872003
3811	MINNEAPOLIS MEDICAL	07/15	050	K879061
3919	SMITH'S	07/31	048	K669354
3919	ORIENTATION FEES	07/01	030	CRV 001
3919	ORIENTATION FEES	07/30	030	CRV 020
3919	ORIENTATION FEES	07/16	030	CRV 010
3919	SMITH'S	07/30	050	K669354
3919	SMITH'S	08/19	048	K681124
3919	ORIENTATION FEES	08/05	030	CRV 024
3919	ORIENTATION FEES	08/11	030	CRV 028
3919	ORIENTATION FEES	08/12	030	CRV 029

7. Do one of the following:

- To **start a new search**, click the **Main** tab.
- To **export the results to Excel**, click the Excel icon, and then follow your browser's steps for downloading files.

  Note: The Excel icon is located in both the top, left corner and the bottom, left corner of each search results page.

- To **see year-to-date activity** for the accounts you search on, click the **Account Objects** tab. This tab shows a summary of year-to-date activity on the account, sorted and subtotaled by object code. If you are familiar with FRS, the Account Objects tab shows the same information that used to be on screen 018 for general ledger accounts and screen 019 for subsidiary ledger accounts.
- To **see encumbrances**, click on the **Encumbrances** tab. This tab shows encumbrances for pending transactions in sub ledger (and state) accounts. If you are familiar with FRS, this is the same information that was listed on screen 021 in FRS. Encumbrances are funds that are

encumbered against the account to be used for a specific purpose, but have not been liquidated (that is, expended).

The Original Amount shows the amount of the original encumbrance, the Current Amount shows the amount currently encumbered, and the Liquidation Amount is the amount that actually paid.

- To **see the characteristics of the account**, such as the responsible department, budget code, and purpose code, click the **Account Attributes** tab. This information was entered into FRS by Accounting Services when the account is created.

Appendix A. Column Descriptions on the Account Objects Tab

Field	Description
Object Code	account object code
Description	object code description
Annual Budget	beginning-of-year budget amount sorted by object code
Year-to-Date Actual	actual expenses for the fiscal year as of today's date
Year-to-Date Encumbrance	encumbrances for the account as of today's date
Available	amount available in the account
Current Month Actual	actual expenses for the current processing month PR
Year-to-Date Revised Budget Amount	amount of annual budget after adjustment
Project-to-Date Actual	the to-date actual budget amount

Appendix B. Column Descriptions in Transactions View

Field	Description
Object Code	the account object code
Transaction Description	the description of the object
Date	the date the transaction posted to the system
Code	code that identifies what type of transaction it is (TC Code)
Reference	the transaction reference (not all transactions have a reference number): Check Request = Kxxxxx Travel Authorization = Txxxxx Account Adjustment = Xxxxxx Purchase Order = Pxxxxx or Wxxxxx Budget Transfer = FBxxxxx Facilities Work Order = Jxxxxxx
2nd Reference	another reference for the transaction. The most common examples are check number, electronic deposit number, journal entry reference (JVxxxx), pay period number, and the original requisition number for purchase orders.
Amount	amount of the transaction
Offset Account	the alternate account that may be affected by the transaction ID, the vendor number or social security number for payables and the descriptions entered on NBX transfers.
Vendor	the vendor ID number.
Batch Ref	the six-character batch reference ID for an input transaction batch to the nightly FRS Batch process
Batch Date	YYYY-MM-DD format – date of batch for input to the nightly FRS Batch process. It is the date of the Batch listed in Batch Ref

Appendix C. Transaction Code Descriptions

This code …	Applies to …	Description
02x	Budgets	temporary budget transfers to and from your account by the Budget Office. The sum of all 02x transactions is the annual budget; this equals the budget for this year only.
03x	Cash Receipts	deposits made to the Cashier's Office.
042	Payroll Disbursements	shows the payroll amounts (including benefits) for the biweekly and monthly employees.
04x	Other Cash Disbursements	payments to vendors or reimbursements to individuals.
05x	Encumbrances	set up when check requests or purchase requisitions are entered into FRS; encumbrances are also listed in the Open Commitments tab.
06x	Journal Entries	internal charges or transfers, such as account adjustments (060), Facilities, MMD, and phone charges (069)
08x	Special Use	permanent budget transfers. The sum of all 08x transactions is the future year budget; this amount represents budget to start the following year.
09x	Fund Balance Changes	primarily used for trust and general ledger accounts.