

## SIGNING ON TO THE SUNY SYSTEM

Use procedures to access the mainframe. At the screen, your window should appear as below:

```
**SBCCMVS - SUNY at Stony Brook MVS/VTAM V330- s4a          Terminal: T051S221

(Notice top line - SUNY at Stony Brook)

Type "CENT" press ENTER.

(CENT is a transaction code that initiates contact with the SUNY CENTRAL mainframe computer.)
```

The following screen will appear:

```
SUNY CENTRAL CICS/RFOFFLINE 08:53:10

      CCC      IIII      CCC      SSS      MMM      MMM      VVV      VVV      SSS
      CCCCC      II      CCCCC      SSSSS      MMMM      MMMM      VV      VV      SSSSS
      CC CC      II      CC CC      SS SS      MM MMMM      MM      VV      VV      SS SS
      CC      II      CC      SS      ***      MM      MM      VV      VV      SS
      CC      II      CC      SS      ***      MM      MM      VV      VV      SS
      CC CC      II      CC CC      SS SS      MM      MM      VV VV      SS SS
      CCCCC      II      CCCCC      SSSSS      MM      MM      VVV      SSSSS
      CCC      IIII      CCC      SSS      MMMM      MMMM      V      SSS

(Notice top line now indicates SUNY CENTRAL--you are now attached to the mainframe computer in Albany. Press the
PAUSE key to clear the screen.)
```

Type "SCSO" and press Enter. The following screen will appear:

09/23/98	SECURITY SIGN-ON SCREEN	08:58:53
ORGANIZATION TYPE: <i>(Type "SU")</i>		
USER ID: <i>(Type in the user ID given to you: hit Tab to go to the next field)</i>		
PASSWORD: <i>(Type in your password: hit Tab to go to the next field)</i>		
JOB FUNCTION: <i>(Type in your job function: hit Enter)</i>		
NEW PASSWORD:		
PRINT DESTINATION: NONE		

Sample sign on screen:

09/23/98	SECURITY SIGN-ON SCREEN	08:58:53
ORGANIZATION TYPE: <b>SU</b>		
USER ID: <b>Training</b>		
PASSWORD: <b>!%@\$#!%@)</b>		
JOB FUNCTION: <b>Training</b>		
NEW PASSWORD:		
PRINT DESTINATION: NONE		

Once sign on is complete, the following message will appear:

SIGN ON IS COMPLETE	PRINTER ID = NONE	09/23/98
	NETWORK NEWS	09:08:09

There may be times that SUNY Central will post notices/network news on this screen. To clear the notices, hit PAUSE key.

## **SUNY ON-LINE ACCOUNTING TRANSACTIONS FOR APPROPRIATED ACTIVITIES**

### **SAML**

Allows users to perform on-line inquiries by SUNY account number for allocation, expenditure, and encumbrance balances by object of expenditure for both the current and lapsed fiscal years.

The information is on-line real time and indicates all transactions posted to the local, SUNY and Office of the State Comptroller systems, including pending transactions.

The approved amounts are posted on the top line and the pending amounts are posted on the bottom line. Pending transactions will include items that have been transmitted for approval to the Office of the State Comptroller and have not been approved at the time of on-line inquiry.

Type "SAML" to pull up the following menu:

STATE UNIVERSITY OF NEW YORK ACCOUNTING MASTER FILE ADDITION
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Type in an account number and hit Enter. The following screen appears:

STATE UNIVERSITY OF NEW YORK		PAGE 1 OF 4			
ACCOUNTING STATISTICAL ANALYSIS -		10/01/98			
CAMPUS 2805 UNIVERSITY AT STONY BROOK		08:17:34		1050540R98	
PROGRAM				CURRENT	
FUNCTION					
ACCOUNT 900000 00					
SUB-OBJECT	ALLOCATIONS OUT/ALLOC	EXPENDITURES OUT/EXP	ENCUMBRANCES OUT/ENC	UNENC BAL/ UNEXP BAL	
0000-1999					
PERSONAL SERV-RE	39,038.00	5,049.79	14,908.29	19,079.92	
	.00	.00	.00	33,988.21	
SUB TOTAL PSR	39,038.00	5,049.79	14,908.29	19,079.92	
	.00	.00	.00	33,988.21	
2000-2999					
PERSONAL SERV-TM	5,000.00	.00	.00	5,000.00	
	.00	.00	.00	5,000.00	
TOT PERSONAL SRV	44,038.00	5,049.79	14,908.29	24,079.92	
	.00	.00	.00	38,988.21	
3000-5999					
SUPPLIES AND EXP	70,000.00	3,485.19	57,065.40	47.41	
	.00	2,742.50	6,659.50	63,772.31	
ENTER I FOR IFR CSH BAL INQ NEXT ACCT			PAGING F,B,L,M OR NN F		

Notice the page numbering: there are four pages available for this report. Your cursor should be blinking on the bottom right corner under the "F" for forward press the Enter key to go to page 2.

This is page 2 of the report.

STATE UNIVERSITY OF NEW YORK		PAGE 2 OF 4			
ACCOUNTING STATISTICAL ANALYSIS -		10/01/98			
CAMPUS 2805 UNIVERSITY AT STONY BROOK		08:17:34		1050540R98	
PROGRAM				CURRENT	
FUNCTION				*** ACCT HAS NO RECHARGES	
ACCOUNT 900000 00					
SUB-OBJECT	ALLOCATIONS OUT/ALLOC	EXPENDITURES OUT/EXP	ENCUMBRANCES OUT/ENC	UNENC BAL/ UNEXP BAL	
***3000-3999***					
SUPPLIES AND MAT	70,000.00	1,622.52	2,500.00	65,877.48	
	.00	.00	.00	68,377.48	
***4000-4999***					

This is page 3 of the report.

STATE UNIVERSITY OF NEW YORK		PAGE 3 OF 4		
ACCOUNTING STATISTICAL ANALYSIS -		10/01/98		
CAMPUS 2805 UNIVERSITY AT STONY BROOK		08:17:34 1050540R98		
PROGRAM		CURRENT		
FUNCTION		*** ACCT HAS NO RECHARGES		
ACCOUNT 900000 00				
SUB-OBJECT	ALLOCATIONS	EXPENDITURES	ENCUMBRANCES	UNENC BAL/
	OUT/ALLOC	OUT/EXP	OUT/ENC	UNEXP BAL
ACCOUNT TOTALS				
*****	131,038.00	8,534.98	71,973.69	41,127.33
	.00	2,742.50	6,659.50	119,760.52
ENTER I FOR IFR CSH BAL INQ NEXT ACCT				
PAGING F,B,L,M OR NN F				

This is page 4 of the report.

STATE UNIVERSITY OF NEW YORK		PAGE 4 OF 4		
ACCOUNTING STATISTICAL ANALYSIS -		10/01/98		
CAMPUS 2805 UNIVERSITY AT STONY BROOK		08:17:34 1050540R98		
PROGRAM		CURRENT		
FUNCTION		*** ACCT HAS NO RECHARGES		
ACCOUNT 900000 00				
AUTHORIZED SIGNATURES: JANE DOE, JOHN SMITH				
REVENUE ESTIMATE	AMOUNT	RESERVE BALANCES FOR MAJOR PROJECT	010	
REVENUES FY 98-99	338,900	EQUIPMENT	0	
FROM-TO CASH RESERVE	0	BUILDING	0	
CARRY IN	0	PROGRAM STABILIZATION	0	
WAIVER INFO :				
		RATE	CODE	
		REV	EXP	

Note the information on the bottom of the screen--for "NEXT ACCOUNT". This is a short cut you can use rather than going back to the SAML screen. You can enter your next account number here and hit the Enter key. The information for the next account will appear.

F=forward    B=back        L=last        M=menu

Note the last page of the SAML screen reflects the following:

- 1) The line "AUTHORIZED SIGNATURES" represents the individuals who are on record as authorized to process transactions against your account. Processing of your transactions will be simplified if you make sure this record is up to date.
- 2) For IFR accounts; the estimated revenues for the current fiscal year, less assessments.
- 3) Also for IFR accounts; the overhead assessments. Our example shows the Overhead at 7.50%, Fringe Benefit at 29.54% . "REV" means assessments on the revenue. IFR accounts, are now charged overhead assessments on their revenues.

### **SAMI**

Type "SAMI" on a blank screen and the following will appear:

```
STATE UNIVERSITY OF NEW YORK                09/23/98
      ACCOUNTING MASTER FILE INQUIRY

      CAMPUS                2805
      ACCOUNT
      COST CENTER NO.
      COST CENTER VAR
      COST CENTER FY
      LAPSED

      COST CENTER TOTAL

      COST CENTER BY ALL FUNDS TOTAL

      CAMPUS TOTAL

      FILE ACTIVITY DATES :      CREATED 09/22/98   PENDING POSTED 09/23/98
                                ACTUAL POSTED 09/21/98   PAYROLL POSTED 09/24/98 - 12I
                                                09/24/98 - 12I
```

PAGE 1 OF 5	INCOME FUND REIMBURSABLE		10/01/98
	MONTHLY CASH BALANCE BY ACCOUNT		08:40:24
ACCOUNT 900000 00	2805	UNIVERSITY AT STONY BROOK	FY 9899
COST CENTER 1050540R98			
YEAR-TO-DATE			
BEGINNING CASH BALANCE	572.25	ALLOC (PRIOR)	190,500.00
REVENUE	26,973.24	ALLOC (CURRENT)	131,038.00
FRINGE BENEFIT	3,697.68-		
ADMINISTRATIVE OVERHEAD	1,583.10-		
MAINTENANCE / OPERATION	0.00		
DISBURSEMENTS (PRIOR)	2,096.75		
DISBURSEMENTS (CURRENT)	8,534.98		
ENDING CASH BALANCE	11,632.98		
ENCUMBRANCES (PRIOR)	.00		
ENCUMBRANCES (CURRENT)	71,973.69		
FRINGE BENEFIT	389.25		
ADMINISTRATIVE OVERHEAD	178.17		
MAINTENANCE / OPERATION	0.00		
EXPENDITURES (PRIOR)	0.00		
EXPENDITURES (CURRENT)	0.00		
UNCOMMITTED CASH BALANCE	60,908.13-		
PAGING: F=FORWARD, B=BACK, S=SAMI, O=SAMO, E=END OR SPECIFIC PAGE #			2

Page 1 is the "Year to Date" information. Pages 2 through 5 reflect monthly information. Each page shows three months, starting with page 2 displaying July, August and September, page 3 displays October, November and December, etc. Notice the page numbering (top left): there are five pages available for this report. Your cursor should be blinking on the bottom right corner under the "2". Press the Enter key to go to page 2. IFR Ending Cash Balances carry forward to the new fiscal year. The cash page has an actual 12-month year. There is no "Lapsing Funds Period."

#### HIGHLIGHTS:

1. Beginning Cash Balance: your account's prior month's ending cash balance
2. Revenue: your account's collections/deposits
3. Fringe Benefit: Fringe Benefit assessment on prior month's payroll expenditures.
4. Administrative Overhead: Overhead assessment on your account's prior month revenue.
5. Maintenance/Operations: Effective 7/1/99 there will no longer be a separate M&O assessment.
6. Disbursements (Prior): payments made after 6/30 but before 9/30 (Lapsing Funds Period) for the prior fiscal year. These payments effect prior year allocation, but reduce new year cash. (Office of the State Comptroller (OSC) has cut the check)
7. Disbursement (Current): current year expenditures. (OSC has cut the check)
8. Ending Cash Balance: cash balance after expenses have been paid, but does not include encumbered and accrued items.
9. Encumbrances (Prior): prior year items that have not been completely processed and paid. (OSC has not cut the check yet) You will only see amounts displayed here during the Lapsing Funds Period. By 9/30 all items must be paid or disencumbered.
10. Encumbrances (Current): Current year items that have not been completely processed and paid. (OSC has not cut the check)

## SCAJ

SCAJ is used for on-line inquiries for approved transactions. The inquiry can be by type or specific transaction code for a specified period of time. Inquiries by account number or document number can identify expenditure, allocation, revenue or encumbrance transactions for the current and lapsed fiscal years.

### SCAJ highlights:

1. Account/fund totals by transaction type for the date range requested
2. Transaction totals by Account/fund for PSR, PST and OTPS
3. Viewing of documents by document number
4. Uniform transaction information is available from one primary option

## PCAJ

PCAJ is used for on-line inquiries for pending transactions. The inquiry is the same as SCAJ with one major exception. No date range is included for PCAJ; PCAJ is used to identify pending transactions as of the time of the inquiry only. It can be used for current and lapsed periods.

Type "SCAJ (SUNY Chronological Accounting Journal) on a blank screen:

```
SCAJ                STATE UNIVERSITY OF NEW YORK                SASID60
09/23/98            CHRONOLOGICAL ACCOUNTING JOURNAL                10:11:26
                    PRIMARY OPTION MENU
                    LOCATION                2805  0
                    ACCOUNT NUMBER
                    COST CENTER                28
                    DOCUMENT NUMBER
                    PO/CONT NUMBER                LINE NUMBER
                    REVENUE FUND
                    REVENUE CLASS
                    CURRENT/LAPSED            C
                    SUB OBJECT RANGE                TO
                    FOR THE PERIOD            090198 TO 092398

                    TRANSACTION TYPE                ALLOCATION
                                                EXPENDITURE
                                                ENCUMBRANCE
                                                DISBURSEMENTS
```

To move around the screen, press the Tab key. This will take you to the next data entry point.

Sample SCAJ: Expenditures, Object Code 3000 for the period 9/1/98 - 9/23/98:

```

SCAJ                STATE UNIVERSITY OF NEW YORK                SASID60
09/23/98           CHRONOLOGICAL ACCOUNTING JOURNAL           11:24:06
                   PRIMARY OPTION MENU
                   LOCATION                2805  0
                   ACCOUNT NUMBER        900000 00
                   COST CENTER           28
                   DOCUMENT NUMBER
                   PO/CONT NUMBER                LINE NUMBER
                   REVENUE FUND
                   REVENUE CLASS
                   CURRENT/ LAPSED         C
                   SUB OBJECT RANGE        3000    TO    3999
                   FOR THE PERIOD         090198  TO  092398

                   TRANSACTION TYPE        ALLOCATION
                                           x  EXPENDITURE
                                           ENCUMBRANCE
                                           DISBURSEMENTS
                                           REVENUE
                                           ALL (ALLOC, ENCUMB, & EXP)

                   TRANSACTION CODES
ENTER AN 'X' NEXT TO TRANSACTION TYPES OR ENTER TRANSACTION CODES
  
```

The following screen represents the expenditures from the account for the period 9/1- 9/23/98:

```

SCJ1                STATE UNIVERSITY OF NEW YORK                SASID65
09/23/98           CHRONOLOGICAL ACCOUNTING JOURNAL           15:13:41
PAGE 1
                   EXPENDITURES
                   FOR THE PERIOD 09/01/98 TO 09/23/98
CAMPUS 28050:UNIVERSITY AT STONY BROOK                28-105054-TR-98
ACCOUNT 900000 00                CURRENT
   TRANSACTION  OSC  SUB  TRANSACTION  BATCH  DOCUMENT  PO/CNT
   DATE  CD  TYP  OBJ  OBJ  AMOUNT  NUMBER  REF NO  NUMBER
09/01/98 304 V  53660 3000    101.13  474600  9010332
09/09/98 304 V  53661 3061    79.00  478010  9011275  801586N
  
```

screen to see if a journal entry or allocation transfer has been posted to your account or to identify any changes in your account since your last account expenditure report was issued.

PCAJ stands for pending chronological accounting journal. Type PCAJ at a blank screen.

PCAJ	STATE UNIVERSITY OF NEW YORK	SACID00
10/01/98	PENDING CHRONOLOGICAL ACCOUNTING JOURNAL	07:43:56
	PRIMARY OPTION MENU	
	LOCATION 2805 0	
	ACCOUNT NUMBER	
	COST CENTER 28	
	DOCUMENT NUMBER	
	PO/CONT NUMBER	LINE NUMBER
	REVENUE FUND	
	REVENUE CLASS	
	CURRENT/LAPSED C	
	SUB OBJECT RANGE	TO
	FOR THE PERIOD	TO
	TRANSACTION TYPE	ALLOCATION
		EXPENDITURE
		ENCUMBRANCE
		REVENUE
		ALL (ALLOC, ENCUMB, & EXP)
	TRANSACTION CODES	
ENTER AN 'X' NEXT TO TRANSACTION TYPES OR ENTER TRANSACTION CODES		