

COUNTY ACCOUNTS AT AUBURN

Income and expenditure accounts at Auburn University have been established for each county office. Monies appropriated by county commissions and/or local communities in support of the county extension program are deposited into the income account. Appropriate operational expenditures to run the county program are charged against the expenditure account.

The County Extension Coordinator has responsibility of managing these accounts. Training has been given to the Coordinator and lead secretary which allows them access to their accounts through the AU Financial Records System.

Please refer to materials distributed during the Accounts and Accounts Statement in-depth training

Financial Reporting System (FRS)

TIPS and Helpful TRICKS

1. Logging On To FRS

Type in UserID as given to you on DUC Computing Form

TAB to password and enter password you chose

TAB to application and type 26

Depress "Enter" key

This will give you access.

Note: If you forget your password or you have trouble accessing FRS, contact Tasha (844-5536) for assistance.

2. MOST OFTEN USED SCREENS

018	GL Account Summary	To view "0" Accounts
019	SL Account Summary	To view "2" and "5" Accounts
023/027	Transaction Summary	To view transactions - "0" and "5" Accounts
021	Open Commitments	To view Purchase Orders
102	Vendor Numbers	To locate vendor numbers for vouchers

3. Upper left-hand corner indicates what screen you are looking at: ex. 018, 019, 021 etc.

4. To View Specific Account. Type in Account Number (3rd line from top) you want to view; for example, 5370XX (no spaces or hyphens). Depress enter key. Your requested account will appear on screen.

5. To View Vendor Payments (Includes Travel Vouchers). Use screen 118 to look up payments to vendors and to look for travel checks. If "CHECK" information on right is blank, it indicates that the voucher is in the system and will be issued the next time checks are cut. Otherwise information in "CHECK" area indicates check number, amount of check and date it was issued. ***Remember, Extension System checks are cut on Mondays and Thursdays only.***

You can only ***VIEW*** in FRS. You ***CAN NOT CHANGE*** anything. Don't be afraid to move around the screen and change screens.