

INTRAMURAL KEY ENTRY INSTRUCTIONS

1. Intramurals are limited to one income fund account per batch. Separate intramurals by income account and calculate batch totals. When calculating batch totals, negative transaction amounts for a credit to an account previously charged will decrease your batch total.
2. From the ADIN System Selection Menu, select DE (Data Entry). Enter.
3. Start Batch: Enter SB for FUNC and INT for TRAN. Press Enter. The fields ACTG-PD, ENTRY-DT AND DOC-DATE will be filled automatically. On the first or second working days of all months except July and October, you may need to change the ACTG-PD if the accounting period is incorrect based on the date of the intramural sale. In July, there are several additional days you may need to change the ACTG-PD and in October, you may need to make a change for the first three working days. If the ACTG-PD is correct, you are ready to continue. Do not override the date in the DOC-DATE field. The cursor will be in the batch total field. Enter amount calculated in 1. Use the right Ctrl key to move cursor down one line and/or Tab key to move cursor to FND-ACCT-SC-PROJ field. Enter income fund account number including SC-PROJ if applicable. Enter income class code, normally 07900, Miscellaneous Intramural Income. Press Enter. The computer will display a 6-digit batch number in BATCH# field. Be sure to record this number as you may need it for reference. The use of a stamp on an IMS form or a batch header for space to record date of entry and batch number is recommended. The C.R. # field will be automatically filled with the number of the month of the fiscal year based on the ACTG-PD. July is 000001, August is 000002, etc. This is the reference number or cash report number, for recording the intramural income to the selling account. The ACCOUNT TITLE field will also be automatically filled with the account title of the fund account number entered. You are now ready to begin entering the intramural charges. The cursor drops to the REF # field where you begin entering the charges.
4. Begin Data Entry: Enter REF #, FND-ACCT-SC-PROJ (Leave SC-PROJ blank if not used), CLASS, and AMOUNT for each intramural charge transaction. The REF # field is six digits. If the ticket number or reference number is less than six digits, you need to enter a zero or zeros preceding the ticket number. Press enter after the fields have been completed for the first transaction. If there are no errors, the info entered will then appear in the middle of the screen with a sequence number. The description field will be filled automatically with the account title of the selling fund account entered when you started the batch. The REF #, FND-ACCT-SC-PROJ, CLASS, and AMOUNT fields have been cleared for your next entry. Continue entering the information for each intramural charge transaction until batch is completed. If entering a negative amount, place the minus sign (-) in front of or after the number. Cents must be entered. When you have finished entering your transactions, check to see if your accumulated total equals your batch total. If not, review your batch total calculation and detail

entries for errors by entering BD in the FUNC field. Use DU with sequence number of the wrong amount or HU if header total is incorrect (see 7) to make corrections. The batch will not post if your accumulated total does not equal your batch total. The batch will post the next night that postings are scheduled if the accumulated total equals the batch total.

5. To correct an incorrect charge that has been posted, a negative intramural charge needs to be entered. You need to start a batch as instructed above and proceed as if entering a new charge except enter the amount with a minus sign (-) before or after the number. If that is the only transaction in the batch you need to enter the batch total with a minus sign (-).
6. Errors that will prevent continuation of key entry are: 1) ACCT ERRORS: CLOSED *, 2) FND-ACCT NOT ON TITLE FILE, 3) ACCT ERRORS: DATE *, 4) INVALID PROJ: USE PF1 TO ACCEPT, and 5) INVALID CLASS CODE. A DATE* error indicates you have entered a charge to the fund account prior to its effective date in the Account Title File. You will need to obtain a different account number from the buying department for any of the first four errors. For error 5, change the class code to a valid class code.
7. Other Data Entry Functions:
 - a. BD (Browse Detail): To browse detail for entered batches. Enter BD for FUNC, INT for batch type and batch number (recorded in 3) for BATCH #. You will be able to view any batch entered for the current month.
 - b. BH (Browse Header): To browse header data of INT transactions for the current account period. Enter BH for FUNC and INT for TRAN. This can also help find a batch number if you didn't write it down.
 - c. DU (Detail Update): To update a data entry record for a selected batch and item. Enter DU for FUNC, INT for TRAN, the batch number and the sequence number of the item. You are able to update any of the data you've previously entered until it has posted.
 - d. HU (Header Update): To update header data of a selected batch. Enter HU for FUNC, INT for TRAN and the batch number. You will be able to update the amount you entered for the batch total or ACTG-PD, ACCT OR CLASS.
 - e. RB (Restart Batch): To restart a batch for continued data entry. Enter RB for FUNC, INT for TRAN and the batch number. You are able to add transactions to the batch until it has posted.