Introduction

- Phase II allows data entry in WebFACS and will go live on Monday, September 22, 2014.
- Legacy FACS goes away and WebFACS will operate with full functionality.
- This training guide will assist current FACS users with entering data in the new WebFACS.
- The look and feel is completely different
  - FACS is text-based while WebFACS is web-based.
- All data entry functions will perform the same as or very similar to FACS.
Entering WebFACS and Reporting: What’s New

• URL is the same → facs.rutgers.edu.
• Login screen is the same.
• Fiscal Year/Department Selection Screen combined with the Launch Page.
• ‘Special’ tab changed to ‘Auxiliary’.
• ‘Tables’ tab is no longer available; reports moved to their respective related tab.
• Terminology conforms with RIAS and Discoverer.
• New tab → ‘Data Entry’.
Please Log In

Current FACS users (Bookkeepers, Accountants), Enter your AESOP Username. All others, Enter your Rutgers NETID.
This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

AESOP Username: 
AESOP Password: 
NETID: 
Password: 

AESOP Username: SEBS Bookkeepers and Accountants must use their AESOP Username for authentication.

NetID: SEBS PI's must use their Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it up using the NetID Lookup application. If you do not yet have a NetID you may create an account and NetID.

Having an AESOP ID or a NETID does not automatically grant you access to any of the applications on this website. For access to FACS, submit a request HERE.
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE
2014

Last Payroll Load Last RIAS Load
~ 07/25/2014 ~ ~ 07/25/2014 ~
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE
2014

Last Payroll Load
~ 07/25/2014 ~

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Fund Source</th>
<th>Project</th>
<th>Subcode</th>
<th>Document</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary by FUND SOURCE</td>
<td>* All Fund Sources</td>
<td>Options</td>
<td>List Closed Funds</td>
<td>Report Output: Display in reporting window</td>
<td>Submit</td>
</tr>
</tbody>
</table>
Data Entry Functions

• QVT or SecureNetTerm no longer needed.
• Instead of separate menus, click a button.
  – Document Processing
  – Reconciliation
  – Redistribution
  – Database Maintenance
  – Security
Document Processing

- Displays buttons for only those options that are available.
- Choose which type of document first, then the action.
- One box to accept parameter:
  - Create a New document – leave blank.
  - Change an Unapproved document or View a document – enter Cook #.
  - Create a Change Order – enter PO #.
  - Also, option to Close a FACS document.
  - Recalculate (Indirect Costs and Fringe Benefits) options moved to Database Maintenance.
<table>
<thead>
<tr>
<th>Selection</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CREATE NEW DOCUMENTS</td>
</tr>
<tr>
<td>A</td>
<td>AUTOMATIC DOCUMENTS</td>
</tr>
<tr>
<td>2</td>
<td>REVIEW/MODIFY UNAPPROVED DOCUMENTS</td>
</tr>
<tr>
<td>3</td>
<td>CREATE CHANGE ORDER</td>
</tr>
<tr>
<td>4</td>
<td>VIEW ANY DOCUMENT</td>
</tr>
<tr>
<td>5</td>
<td>OVER-RIDE PRINT Q'S</td>
</tr>
<tr>
<td>6</td>
<td>CLOSE FACS OR RIAS DOCUMENTS</td>
</tr>
<tr>
<td>C</td>
<td>CREATE RIAS COR FORM</td>
</tr>
<tr>
<td>7</td>
<td>RECALCULATE INDIRECT COSTS</td>
</tr>
<tr>
<td>8</td>
<td>RECALCULATE FRINGE BENEFITS</td>
</tr>
<tr>
<td>0</td>
<td>RETURN TO MAIN MENU</td>
</tr>
</tbody>
</table>

**Selection:** 1

Select an option and press RETURN
FISCAL 2015
CREATE NEW DOCUMENTS MENU
DEPT 0010

1 ==> EXTERNAL REQ
2 ==> INTERNAL REQ
3 ==> QUICK REQ
4 ==> BILLHEAD
5 ==> U-CHARGE
6 ==> CASH TRANSMITTAL
A ==> TRAVEL ADVANCE

V ==> TRAVEL ORDER
7 ==> TABER
8 ==> JOURNAL ENTRY
9 ==> TELEPHONE
P ==> PAYROLL
M ==> MISCELLANEOUS DOCUMENT

F ==> TUITION REMISSION/AID
W ==> SCHOLAR CHIP

R ==> VENDOR REPORT MENU
D ==> CHANGE DEPARTMENT CODE
0 ==> RETURN TO DOCUMENT MENU

SELECTION: 1

Select an option and press RETURN
Welcome user: IBICONSULT

0012-PLANT SCIENCE

2015

Last Payroll Load Last RIAS Load
~ 08/15/2014 ~ ~ 08/20/2014 ~

Document Processing
Please Click on one of the Buttons below

Taber
Travel Advance
Travel Order
Payroll
Cash Transmittal
Billhead

Telephone
Tuition Remission/Aid
Scholar Chip
Miscellaneous
External PO
Close Document

Document Approval
Database Maintenance
Security
Business Office
Federal Salary DB
Future Use
Welcome user: IBICONSULT

0012-PLANT SCIENCE
2015

Last Payroll Load Last RIAS Load
~ 08/15/2014 ~ ~ 08/20/2014 ~

Document Processing

Please Click on one of the Buttons below

- Taber
- Travel Advance
- Travel Order
- Payroll
- Cash Transmittal
- Billhead
- Telephone
- Tuition Remission/Aid
- Scholar Chip
- Miscellaneous
- External PO
- Close Document

- Create a New Document
- Change an Unapproved Document
- Create a Change Order
- View a Document

Enter a Cook # for Change Unapproved or View OR
Enter a PO # for Change Order

Go
**Old Create TABER layout**

**CREATE TRAVEL VOUCHER**

<table>
<thead>
<tr>
<th>EMPLOYEE OR VISITOR?</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(E OR V)</td>
<td>140728</td>
</tr>
</tbody>
</table>

**TRAVELER:**

<table>
<thead>
<tr>
<th>EMPL ID</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MULTI DEPT?</td>
<td>N</td>
</tr>
<tr>
<td>CENTRAL PRINT?</td>
<td>N</td>
</tr>
</tbody>
</table>

**PHONE:**

**SPECIAL CHECK HANDLING:**

CALL FOR CHECK PICKUP OR MAIL CHECK TO APPROVER (X OR BLANK)

**ACCOUNT | OBJECT | SUB-OBJECT | PROJECT | AMOUNT**

1)  
2)  
3)  
4)  

**RETURN-PROCESS | F8-FORWARD | PF2/F2-CANCEL | PF3/F3-EXIT**

**DATE(S) | TRAVEL FROM | DESTINATION | MILEAGE | AMOUNT**

**TOTAL AMOUNT**

**LESS AMOUNT DISALLOWED**

**REIMBURSABLE EXPENSES**

**LESS CASH ADVANCE**

**AMOUNT DUE EMPLOYEE**

**AMOUNT DUE UNIVERSITY**

**COMMENTS/EXPLANATION:**

**REPORT COMMENT:**

**RETURN-PROCESS | F7-BACKWARD | PF2/F2-CANCEL | PF3/F3-EXIT**
TABER DOCUMENT

Employee or Visitor? [E or V]
Traveler: [ ]
Address: [ ]
Phone: [ ]

Date: 07/28/2014
Empid [ ]
Multi Dept: [N]
Central Print: [ ]
Status [U]

Special Check Handling: call for check pickup

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Mileage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
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<td>6</td>
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<td>.0</td>
<td>.00</td>
</tr>
</tbody>
</table>
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE
2014

Last Payroll Load Last RIAS Load
~ 07/25/2014 ~ ~ 07/25/2014 ~

Please Explain the Reason or Purpose of Business Reimbursement:

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Amount Disallowed</td>
<td>.00</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>.00</td>
</tr>
<tr>
<td>Less Cash Advances</td>
<td>.00</td>
</tr>
<tr>
<td>Amount Due Traveler</td>
<td>.00</td>
</tr>
<tr>
<td>Amount Due University</td>
<td>.00</td>
</tr>
</tbody>
</table>

Advance C#

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Natural Account</th>
<th>Project (Dept Act 1)</th>
<th>Sub Code (Dept Act 2)</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>4</td>
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</tr>
</tbody>
</table>

Submit  Cancel
ENTER EMPL ID: [ ]
AND PRESS RETURN
(LEAVE BLANK TO EXIT)
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE ▼
2014 ▼

Last Payroll Load Last RIAS Load
~ 07/25/2014 ~  ~ 07/25/2014 ~

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Fund Source</th>
<th>Project</th>
<th>Subcode</th>
<th>Document</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>Document Approval</td>
<td>Business Office</td>
<td></td>
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<tr>
<td>Reconciliation</td>
<td>Database Maintenance</td>
<td>Federal Salary DB</td>
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<td></td>
</tr>
<tr>
<td>Redistribution</td>
<td>Security</td>
<td>Future Use</td>
<td></td>
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</tr>
</tbody>
</table>

Please Enter the Employee ID

[Submit] [Cancel]
**CREATE PAYROLL DOCUMENT**  
07/28/14

<table>
<thead>
<tr>
<th>EMPLID:</th>
<th>12345</th>
<th>REQUEST DATE:</th>
<th>07/28/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME:</td>
<td></td>
<td>MULTI DEPT?:</td>
<td>N</td>
</tr>
<tr>
<td>FIRST NAME:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>REPORT COMMENT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE IS NEW - PLEASE ENTER A FIRST AND LAST NAME</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJECT</th>
<th>SUB-OBJECT</th>
<th>PROJECT</th>
<th>AMOUNT</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>RETURN-VALIDATE</td>
<td>F8-FORWARD</td>
<td>PDF2/F2-CANCEL</td>
<td></td>
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</tr>
</tbody>
</table>

**ACCOUNT** **OBJECT** **SUB-OBJECT** **PROJECT** **AMOUNT**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJECT</th>
<th>SUB-OBJECT</th>
<th>PROJECT</th>
<th>AMOUNT</th>
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<tr>
<td>RETURN-PROCESS</td>
<td>F7-BACKWARD</td>
<td>PF2/F2-CANCEL</td>
<td>PF3/F3-EXIT</td>
<td></td>
</tr>
</tbody>
</table>
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE
2014

Last Payroll Load Last RIAS Load
~ 07/25/2014 ~  ~ 07/25/2014 ~

PAYROLL DOCUMENT

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>12345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>07/28/2014</td>
</tr>
<tr>
<td>Multi Dept:</td>
<td>N</td>
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<tr>
<td>Status:</td>
<td>U</td>
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</table>

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Natural Account</th>
<th>Project (Dept Act 1)</th>
<th>Sub Code (Dept Act 2)</th>
<th>Amount</th>
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</tbody>
</table>
Welcome user: IBICONSULT
0010-DEPT OF FOOD SCIENCE
2014
Last Payroll Load Last RIAS Load
~ 07/25/2014 ~
~ 07/25/2014 ~

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Natural Account</th>
<th>Project (Dept Act 1)</th>
<th>Sub Code (Dept Act 2)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>7</td>
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<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td>.00</td>
</tr>
</tbody>
</table>

Report Comment

Submit  Cancel
Old View TABER layout
Travel and Business Expense Report

Department Reference Field: C47226
Status: P
Name: SCIENCE DEPARTMENT, COOK

Employee
Proc Date: 08/22/2013
Emplid:
Date: 08/20/2013
Multi Dept? N
Central Print? N

Phone: 848932
Call for Pickup:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Mileage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30</td>
<td>MILEAGE FOR PICK UPS</td>
<td></td>
<td>12.92</td>
</tr>
</tbody>
</table>
Reason or Purpose of Business Reimbursement:

MILEAGE FOR PICKING UP AND DELIVERING AROUND CAMPUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Total Amount</td>
<td>12.92</td>
</tr>
<tr>
<td>Less Amount Disallowed</td>
<td>.00</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>12.92</td>
</tr>
<tr>
<td>Less Cash Advances</td>
<td>.00</td>
</tr>
<tr>
<td>Amount Due Traveler</td>
<td>12.92</td>
</tr>
<tr>
<td>Amount Due University</td>
<td>.00</td>
</tr>
</tbody>
</table>

Account Distribution

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Organization</th>
<th>Natural Account</th>
<th>Project/Dept Act 1</th>
<th>SubCode/Dept Act 2</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10416</td>
<td>35000</td>
<td>OTHER</td>
<td>CHR</td>
<td>12.92</td>
</tr>
</tbody>
</table>
Old Reconciliation/Redistribution Menu

FISCAL 2015 RECONCILIATION/REDISTRIBUTION MENU 08/21/14

1 ==> REDISTRIBUTE PROJECT/SUBCODE COMMITS - FACS DOCS
2 ==> REDISTRIBUTE PROJECT/SUBCODE AMOUNTS - RIAS DOCS
B ==> REDISTRIBUTE CASH BALANCES
3 ==> RECONCILE ACTUALS TO EXISTING COOK NUMBERS
J ==> RECONCILE JE ACTUALS TO FACS DOCUMENTS
K ==> RECONCILE ATL PAYROLL JE TO EMPLOYEES
R ==> RECONCILE ACTUALS TO RIAS DOCUMENTS
4 ==> UNMATCHED ACTUALS REPORT
D ==> CHANGE DEPARTMENT CODE
0 ==> RETURN TO MAIN MENU

SELECTION: B

Select an option and press RETURN
Welcome user: IBICONSULT

0012-PLANT SCIENCE

2015

Last Payroll Load Last RIAS Load
~ 08/15/2014  ~ 08/20/2014 ~

Reconciliation Process
Please Click on one of the Buttons below

- Reconcile Actuals to FACS Documents
- Reconcile JE Actuals to FACS Documents
- Reconcile ATL Payroll JE to Employees
- Reconcile Actuals to RIAS Documents
- Unmatched Actuals Report
Old Unmatched Actuals Report screen
Reconciliation Process
Please Click on one of the Buttons below

- Reconcile Actuals to FACS Documents
- Reconcile JE Actuals to FACS Documents
- Reconcile ATL Payroll JE to Employees
- Reconcile Actuals to RIAS Documents
- Unmatched Actuals Report
- Other Reconciliations

Enter the Following Information

- Fund Source: [ ]
- Natural Account: [ ]
- JE Number: [ ]
- Amount: [ ]
- Status: [ ]
- Fund Type: [ ]
- Responsibility: [ ]
- Non-Payroll
- Payroll
- Sort By: Fund Src. or Department
UN-MATCHED ACTUAL PAYMENTS
DEPARTMENT 0010
AS OF 08/21/14 17.31.31

<table>
<thead>
<tr>
<th>Acct</th>
<th>OBJ</th>
<th>NAME</th>
<th>EMPID</th>
<th>PAY DATE</th>
<th>DATE POSTED</th>
<th>UNIV REF #</th>
<th>COOK NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>00000</td>
<td>07/21/2014</td>
<td>07/21/2014</td>
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<tr>
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<td>166.94</td>
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<tr>
<td>53</td>
<td>30200</td>
<td></td>
<td>00000</td>
<td>07/29/2014</td>
<td>07/29/2014</td>
<td>VP072914</td>
<td>999999999</td>
<td>19.54</td>
</tr>
</tbody>
</table>

**TOTAL DEPT 0010**

-203.55
DOCUMENT RECONCILIATION 08/21/14

PLEASE ENTER THE FOLLOWING INFORMATION:

ACCOUNT →
OBJECT →

RETURN TO PROCESS...PF3 TO EXIT
## Reconciliation Process

Please Click on one of the Buttons below

- Reconcile Actuals to FACS Documents
- Reconcile JE Actuals to FACS Documents
- Reconcile ATL Payroll JE to Employees
- Reconcile Actuals to RIAS Documents
- Unmatched Actuals Report
- Other Reconciliations

### Enter the Following Information

- **Fund Source**: [Enter]
- **Natural Account**: [Enter]
### UN-RECONCILED ACTUAL PAYMENTS

**ACCOUNT:** 28  
**OBJECT:** 8810  
**AS OF 08/21/14 17:46.47**

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>PAY DATE</th>
<th>DATE POSTED</th>
<th>UNIV</th>
<th>COOK NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>14/08/18</td>
<td>14/08/18</td>
<td>C4217163</td>
<td>999999999</td>
<td>-366.40</td>
</tr>
</tbody>
</table>

**TOTAL 28**  
-366.40

**TOTAL**  
-366.40

---

### DOCUMENT RECONCILIATION 08/21/14

**REFERENCE NUMBER:**  
**AMOUNT:**  
**COOK NUMBER POSTING TO:**

---

### EXISTING FACS DOCUMENTS

**ACCOUNT:** 28  
**OBJECT:** 8810  
**AS OF 08/21/14 17:46.47**

<table>
<thead>
<tr>
<th>COOK NUMBER</th>
<th>EMPLOYEE ID</th>
<th>PAY DATE</th>
<th>DATE POSTED</th>
<th>ACTUAL</th>
<th>COMMITMENT</th>
<th>VENDOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>58615</td>
<td>0</td>
<td>S</td>
<td>14/08/08</td>
<td>.00</td>
<td>-366.40</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ACCT_NUM 28**

-366.40  
-366.40
## Redistribution Process

Please Click on one of the Buttons below

- **Cash Balances**
- **Subcodes on RIAS Documents**
Old Redistribute Cash Balances

PLEASE ENTER THE FOLLOWING INFORMATION:

ACCOUNT NUMBER:

RETURN TO PROCESS...PF3 TO EXIT
## Redistribute Cash Balances

**Date:** 08/21/14

**Account:** [redacted]

**Reference No.:** BF070114

<table>
<thead>
<tr>
<th>Sub</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>48012.53</td>
</tr>
</tbody>
</table>

**Total Cash Amount:** 48012.53

**Return Process:** F8-Forward  PF2/F2-Cancel  PF3/F3-Exit
Welcome user: IBICONSULT

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Fund Source</th>
<th>Project</th>
<th>Subcode</th>
<th>Document</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>0012-PLANT SCIENCE</td>
<td>Document Processing</td>
<td>Document Approval</td>
<td></td>
<td>Business Office</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>Reconciliation</td>
<td>Database Maintenance</td>
<td></td>
<td>Federal Salary DB</td>
<td></td>
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<tr>
<td></td>
<td>Redistribution</td>
<td>Security</td>
<td></td>
<td>Future Use</td>
<td></td>
</tr>
</tbody>
</table>

Last Payroll Load: ~08/15/2014~
Last RIAS Load: ~08/20/2014~

Redistribution Process
Please Click on one of the Buttons below

- Cash Balances
- Subcodes on RIAS Documents
- Other Redistributions

Enter the Following Information

Fund Source: 

Go
**Welcome user: IBICONSULT**

- **0012-PLANT SCIENCE**
- **2015**

**Last Payroll Load** ~ 08/15/2014  
**Last RIAS Load** ~ 08/20/2014

### Data Entry
- **Fund Source**
  - Document Processing
  - Reconciliation
  - Redistribution

- **Project**
  - Document Approval
  - Database Maintenance

- **Subcode**
  - Security

- **Document**
  - Business Office
  - Federal Salary DB

- **Auxiliary**
  - Future Use

---

### REDISTRIBUTE CASH BALANCES

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Reference No.</th>
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</thead>
<tbody>
<tr>
<td>28</td>
<td>BF070114</td>
<td>48012.53</td>
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</tbody>
</table>

**Balance**: 48012.53
<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Fund Source</th>
<th>Project</th>
<th>Subcode</th>
<th>Document</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Processing</td>
<td>Document Approval</td>
<td>Business Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconciliation</td>
<td>Database Maintenance</td>
<td>Federal Salary DB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redistribution</td>
<td>Security</td>
<td>Future Use</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Database Maintenance**

Please Click on one of the Buttons below

- Departments
- Fund Sources
- Natural Accounts
- Projects
- Sub-Codes

- Budgets
- Budget Adjustments
- Change Budget Adjustments
- Recalc Fringe Benefits
- Recalc Indirect Costs
Old Subcode Maintenance layout

PLEASE ENTER A SUB-CODE: ABC

RETURN-PROCESS PF2/F2-CANCEL

SUBCODE DATABASE MAINTENANCE 08/21/14

SUB-CODE: ABC
DESCRIPTION: 
STATUS: 
'='ACTIVE, '='INACTIVE

RETURN-PROCESS PF2/F2-CANCEL PF3/F3-EXIT
Subcode Database Maintenance

Please Enter SubCode

ABC

Go  Exit
<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Payroll Load</td>
<td>~08/15/2014 ~09/04/2014 ~</td>
</tr>
<tr>
<td>Last RIAS Load</td>
<td></td>
</tr>
<tr>
<td>DEPT OF FOOD SCIENCE</td>
<td>0010 DEPT OF FOOD SCIENCE</td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>Data Entry</td>
<td>Document Processing, Reconciliation, Redistribution</td>
</tr>
<tr>
<td>Fund Source</td>
<td>Document Approval, Database Maintenance, Security</td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Top Gun</td>
<td>Business Office, Federal Salary DB, Future Use</td>
</tr>
<tr>
<td>Subcode</td>
<td></td>
</tr>
<tr>
<td>Document</td>
<td></td>
</tr>
<tr>
<td>Auxiliary</td>
<td></td>
</tr>
</tbody>
</table>

**Subcode Information**

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Buttons:**

- Submit
- Cancel
Browser Rules and Tidbits

• Only Internet Explorer (IE) version 9, 10 and 11 are supported.
• URL is https://facs.rutgers.edu
  – Add https://facs.rutgers.edu to your Trusted sites.
• In IE version 10 and 11, you must click on the Compatibility Mode icon (in the Address bar or in Internet Options). If you delete cookies, IE will remove this setting so you must re-set.
• Set Status Bar as viewable. In IE, right click in the area near the minimize button and click on Status bar. The bar will appear at the bottom of your screen. Most times, the running circle will appear here, not in the IE tab.
Browser Rules and Tidbits (cont’d)

• Recommended settings:
  – Display no larger than 100%. (Control Panel, Display)
  – Screen resolution – 1280x1024. (Control Panel, Display, Change display settings)

Data Entry Rules and Tidbits

• To re-enable all Data Entry function buttons, click on the Data Entry tab.
• In all grids, Project (Dept Activity 1) is first, then Subcode (Dept Activity 2).
• To navigate form, select the Tab key which still works in most instances or click in cell.
• Most error messages are located at the bottom of forms. Scroll down to see them.
• For date fields, use the calendars on the forms whenever available.